

SANTA CRUZ COUNTY OFFICE OF EDUCATION
STUDENT DATA COORDINATOR (CALPADS AND SIS)

DEFINITION

Under the direction of the Director of Data, Analytics and Development, the Student Data Coordinator (CALPADS and SIS) provides specialized assistance and technical expertise in the development, implementation and operation of student data computer systems; coordinates with the Santa Cruz County Office of Education (Santa Cruz COE) and district's data teams to process, prepare, stage, validate, and present data in a timely and accurate manner to be used by the COE and school districts; assists and oversees the Student Data Specialists I and II with data validation, management and processing for data collection, entry and warehousing (e.g. OneSource), and other applications; supports data analysis and data-driven decision-making, which includes, but is not limited to, generating and auditing reports and files, and providing technical assistance and training as needed; coordinates various areas of student records and reporting; with the goal of ensuring legal compliance by developing processes, procedures, and data analysis; meets regularly with district's staff to understand the different districts data needs and to offer support in the process of clean and accurate data collection, data validation and overall best practices for efficient and accurate data reporting at the district, county and state level.

SUPERVISION EXERCISED

No supervision exercised but may provide general direction, training and guidance to the Student Data Specialist I, Student Data Specialist II, lower-level staff and some district's data personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Works with data specialists and other data personnel at the County Office departments and school districts to verify and maintain the completeness, conformity, consistency, accuracy, timeliness, and integrity of data extracted and loaded from departments' and districts' student information systems into the state and County Office reporting data systems, including the data warehouse (OneSource).

Receives data from departments and school districts; inputs and codes data into assigned systems; extracts data as needed; prepares and maintains a variety of records and files related to work; assists in providing information and data for reports, including mandated reports.

Liaises with the California Department of Education around state updates and mandates. Provides technical expertise to all staff in our county as well as regional support networks.

Reviews, audits, and verifies the accuracy of work for completeness and compliance with applicable laws, regulations, and procedures.

Collaboratively works with and effectively communicates with the Santa Cruz COE and districts' data teams and departments, other departments, administrators, governmental agencies, and outside organizations to collect and provide data and exchange information; notifies users of system changes; coordinates activities and resolves issues or concerns.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Convert and manipulate standard data sets to meet district requirements.

Facilitates countywide Communities of Practice regarding student compliance data within California Longitudinal Pupil Achievement Data System (CALPADS) and Student Information System (SIS).

Provides or coordinates troubleshooting support and regular maintenance for data systems and dashboards.

Coordinates the development, administration and implementation of training programs for county and district personnel for the successful and accurate use of data systems, such as OneSource, CALPADS and Student Information Systems.

Attends and participates in assigned meetings, in-services, and workshops.

Operates a computer, a variety of software, and other office equipment as assigned; drives a vehicle to conduct work as assigned.

Ensures all enrollment data is current and accurate in the student information system and performs uploads and downloads as needed.

Ensures CALPADS is kept current and updated as needed during all testing windows; stays current on CALPADS updates.

Monitors and supports CALPADS compliance with ongoing updates and corrections to clear all anomalies, uploads and posts all corrected files into CALPADS for Fall 1, Fall 2, and End of Year (EOY) reporting periods.

Troubleshoots errors and fixes for compliance reporting (course, section, student reporting errors); works with coordinators or designee to fix class sections/students errors for reporting purposes; and fixes catalog coding errors.

Creates and maintains all Statewide Student Identifiers (SSID) to address and reconcile all Concurrent Enrollment (CCE) anomalies and Multiple Identifiers (MID) resolutions.

Audits all special program counts, including but not limited to Title 1, SED, SpEd, 504 and McKinney Vento.

Keeps current on state reporting processes and systems.

Supports the completion and submission of School Accountability Report Card (SARC).

Provides data collection and reporting to meet the requirements of the Santa Cruz COE staff as needed.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Supports state reporting: CBEDS, immunization, attendance reporting, CALPADS, CalSAAS, and other state or county reports

Creates and runs reports showing demographic data, including EL, LCFF etc.

Supports the development and ensures accuracy of manuals which describe process, policies, and procedures for all areas of oversight.

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Experience working with CALPADS and student information systems.

Current laws, guidelines, regulations and rules related to student information systems and storage of sensitive or confidential data within databases.

Student information systems (Operational experience required with one or more of the leading SISs; i.e., Aeries, Infinite Campus, PowerSchool, etc.).

Customer service techniques and excellent interpersonal skills and techniques.

Relational database structure, design and implementation.

Structured query language (SQL).

Data warehouse concepts.

Data analysis concepts.

Microsoft Office or Google Workspace (Excel or Google Sheets expertise required).

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary in either written or oral communication, as applicable.

Skill and Ability to:

Think clearly and logically, use good judgment, and make appropriate decisions.

Work independently with limited supervision.

Read, interpret, apply, and explain laws, codes, rules, regulations, policies and procedures.

Maintain current knowledge of laws, rules and regulations related to student information and data storage.

Extract and organize data from source systems in various formats to reconcile with data warehouse dashboards.

Apply technical knowledge using a structured troubleshooting methodology to successfully resolve user problems.

Communicate effectively both orally and in writing.

Utilize interpersonal skills of courtesy, tact, diplomacy, patience and professionalism.

Establish and maintain cooperative and effective working relationships with others including the application of good customer service principles.

Maintain confidentiality of sensitive and privileged information.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Maintain a variety of records related to assigned activities.

Be courteous and maintain a neat and clean appearance, and demeanor at all times.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education

Equivalent to the completion of a Bachelor's degree in Computer Science, Information Systems, Mathematics, or a related field.

Experience

Three years of increasingly responsible experience in databases and information systems. Experience with student information systems is preferred.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, the employee is regularly required to sit, stand, and move about the work area; use hands or fingers to handle and feel objects, tools, or controls; and talk or hear. The employee may occasionally lift and/or move objects up to 50 pounds. Specific vision abilities required by the job include close vision and depth perception.

Ability to work in a standard office environment with some ability to travel to different sites and locations.

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