



Classified Job Description

CSEA Revised: August 21, 2014
NJUHSD Board Approved: October 8, 2014
(Reclassified from System Analyst)
Prior History: To Classified Unit December 15, 2005

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| Position Title: | DATA SPECIALIST |
| Contract Term: | 12 months per year |
| Salary Range: | 40 |

GENERAL DEFINITION:

Responsible for analyzing, summarizing, auditing, certifying, and publishing student and staff information for the Nevada Joint Union High School District to CALPADS and other local, regional, state, and federal agencies; installs, monitors, maintains, and updates the district's student information system (SIS) and associated programs and databases; performs statistical reporting activities required by the district; consults with and provides technical assistance to schools and central office administrators regarding student information analysis, activities and reports; provides SIS support to feeder schools; and other related duties.

UNDER SUPERVISION OF:

Director of Technology and Information Systems

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Installs, monitors, maintains, updates, and supports the student information system and associated programs and databases.
2. Assists end-users with student database queries and issues.
3. Plans, designs, and manages all aspects of new and ongoing requests for student information to comply with state and NJUHSD internal data warehouse projects and programs.
4. Provides technical assistance to school and district office personnel in use of operational systems or data warehouse tools and statistical analysis to gather data for district reports.
5. Assists in the development of standards, policies, and procedures related to maintaining district data;
6. Provides training and technical assistance to staff regarding student information system and associated programs and databases.
7. Creates, audits, and summarizes student information for other departments to satisfy reporting requirements.
8. Uses databases, spreadsheets, and advanced statistical software for data management and analysis activities.
9. Provide a positive customer service oriented level of support for district technology users.
10. Prepares written training documents, reports, analyses, and statistical documents for a variety of audiences.
11. Ensures the integrity and security of data.
12. Assists the technology director with the development and management of the budget supporting the student information system.
13. Participate in staff meetings, workshops, conferences, and classes.
14. Represents the district as the coordinator for CALPADS (California Longitudinal Pupil Achievement Data System) project (or other related system) including attending trainings, webinars, consulting with other districts and researching CDE websites.
15. Monitors, maintains, and updates the district's data within CALPADS system and associated programs and databases as required.
16. Researches, designs, and implements procedures to audit, certify, and publish student and staff information to CALPADS and other local, regional, state, and federal agencies.
17. Communicates regularly with the Director of Technology and district administration regarding reporting timelines and requirements.

18. Adheres to and enforces district, state, and federal policies, rules, and regulations including FERPA and HIPAA.
19. Performs work related assignments at various district sites remotely and on on-site.
20. Provides SIS and associated application support to feeder schools.
21. Provides technology phone support, handling inquiries, and making referrals to specialists when appropriate.
22. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience equivalent to an associate's degree in computer science, information technology, or a related field, plus three years of progressively more responsible educational work experience with special emphasis in computer technology and its applications. Can demonstrate knowledge of principles, concepts, and methods of applicable computer technology and its most effective and efficient utilization; good knowledge of, or ability to quickly learn, instructional technology requirements; knowledge of standard computer operating systems and the software used in a network environment; knowledge of two or more computer and network operating systems, and proficiency at standard desktop and communications applications and protocols; and ability to communicate effectively, both orally and in writing. A+ and Network+ certifications are highly desirable.

OTHER SKILLS AND ABILITIES:

Ability to operate a computer and related software. Ability to communicate clearly and concisely, both orally and in writing and the ability to interact positively with schools and community. Ability to handle a multitude of responsibilities with minimal supervision. Possession of an appropriate, valid motor vehicle operator's license and proof of insurance. Basic computational skills.

LANGUAGE SKILLS:

Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to understand and to carry out detailed written, oral, and technical instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

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 essential functions.

The employee must be able to:

- Ability to sit for extended periods at a desk, conference table, or in meeting rooms.
- Ability to frequently stand and walk; bend, stoop, and reach overhead.
- Ability to see and read a computer screen and printed matter with or without visual aids.
- Ability for verbal communications including the ability to speak and hear at normal room levels.
- Ability to use computers, telephones, calculators, copiers, and facsimile.
- Ability to drive a car and the means to provide own transportation when required.
- Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.