

## **NOVATO UNIFIED SCHOOL DISTRICT**

**TITLE: STUDENT DATA SYSTEMS SPECIALIST**

**SALARY: RANGE 42 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction of an assigned administrator, provide help-desk support to parents, students, administrators, personnel and faculty regarding database functions; respond to requests and inquiries; maintain CALPADS reporting through updates and periodic submissions; upload a variety of test results into an assigned database; update and maintain staff, staff assignment, course section enrollment and demographic data into an assigned database.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Provide help-desk support to parents, students, administrators, personnel and faculty regarding database functions; respond to requests and inquiries; submit complex issues to appropriate personnel; ensure proper installation, specifications and operation of software applications; serve as liaison between sites to establish proper technical support and resolve major database issues.

Maintain CALPADS reporting through updates and periodic submissions; extract enrollment, demographic, discipline, staff and other data from an assigned database and upload to appropriate location; ensure accuracy of input data; oversee the identification and correction of errors, anomalies and missing information; obtain and maintain SSID; submit data to appropriate agencies in accordance with established guidelines.

Update and maintain staff, staff assignment and demographic data into an assigned database.

Maintain and create CALPADS user accounts in accordance with established guidelines.

Conduct database updates; download, upload and unzip files into appropriate servers and databases; oversee maintenance functions; update various user accounts as required.

Inspect, troubleshoot and diagnose databases and related applications as directed; repair system malfunctions and problems as appropriate.

Prepare and maintain a variety of records and reports related to assigned activities.

Communicate with staff and parents in person or on the telephone to exchange information, resolve issues or concerns and coordinate activities; assist staff and others in the proper operation of the system.

Operate a computer and assigned office equipment; troubleshoot equipment or software malfunctions and perform minor maintenance as needed.

Attend a variety of meetings and trainings as required.

#### **OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- ▶ Student information system, spreadsheet and data processing systems.
- ▶ CALPADS regulations and functions.
- ▶ Education Code as it pertains to position.
- ▶ Statistical record-keeping and report-writing techniques.
- ▶ Data control procedures and data entry operations.
- ▶ Modern office practices, procedures and equipment.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.

**ABILITY TO:**

- ▶ Provide help-desk support to parents, students, administrators, personnel and faculty regarding database functions.
- ▶ Respond to software requests and inquiries.
- ▶ Maintain CALPADS reporting through updates and periodic submissions.
- ▶ Upload a variety of test results into an assigned database; update and maintain staff, staff assignment, course section enrollment and demographic data into an assigned database.
- ▶ Ensure accuracy of data input and management.
- ▶ Coordinate departments to comply with project time lines throughout the school year.
- ▶ Manage the accuracy of the database to compile statistical reports.
- ▶ Prepare comprehensive statistical reports.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.
- ▶ Work effectively with limited supervision.
- ▶ Maintain confidentiality of sensitive and privileged information.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course work in computer technology and two years of database experience.

**OTHER REQUIREMENTS:**

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ▶ Office environment.
- ▶ Constant interruptions.

**PHYSICAL DEMANDS:**

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.