

MONTEREY COUNTY OFFICE OF EDUCATION

STUDENT INFORMATION LEAD

CLASSIFICATION: Classified

SALARY LEVEL: 38.5

WORK YEAR:

DEFINITION:

Under general supervision of the Senior Director, Director or Principal, the Student Information Lead performs a wide variety of complex clerical and statistical duties ensuring the consistency, timeliness and accuracy of data in the student information system, monitoring the input of data within the appropriate system, and preparing and verifying data for, state and federal mandated reports, including but not limited to CALPADS submissions.

SUPERVISOR:

Senior Director
Director
Principal

POSITIONS SUPERVISED:

None

DISTINGUISHING CHARACTERISTICS:

The Student Information Lead is the lead position in this class of student information positions. The Student Information Lead is distinguished from the Student Information Specialist by the complexity of the data analysis and federal and state data reporting required, student information system support and the coordination of data entry and analysis between multiple departments and responsibility for the CALPADS data for reporting.

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/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Performs a variety of activities in support of student information system(s) (e.g. PowerSchool, CALPADS, SIRAS, PowerTeacher)
- Compiles, assembles, verifies, and processes a variety of student and staff data and information; analyzes, identifies, and resolves data issues and concerns accurately and timely
- Prepares data and corrects anomalies to upload to student information system(s) California Longitudinal Pupil Achievement Data System (CALPADS)
- Performs execution of student information related queries as needed

- Investigates questions concerning student data including but not limited to Student status and program eligibility per state and federal guidelines as required for input into SIS, CALPADS, Siras and other data reporting systems
- Verifies the accuracy of student information sent to districts prior to distribution
- Serves as liaison with Business Services and assists with school business applications including payroll, accounts payable, finance and student information
- Reports the status of all upcoming data submissions and any related issues
- Ensures timely processing of student information and files; collaborates with site staff, program staff
- Assists with administration of student information systems and serves as liaison with (TIS); resolves technical issues with appropriate support personnel; provides input regarding software and department user needs to enhance productivity and efficiency
- Provides leadership in determining project needs including staffing
- Provides leadership in developing data report action plan and assists in the implementation of the plan
- Monitors student demographic data to update information as students move between school districts and/or programs
- Assists in the development of standard operating procedures (SOP's) for student information systems
- Initiates and implements constructive suggestions to improve office and administrative procedures
- Assists in the preparation of manuals, forms, and other documents related to student information
- Prepares and distributes daily projected and final class lists according to established protocol
- Trains and provides technical assistance to program personnel regarding student information, including cross training of critical functions
- Attends various training sessions as required
- Complies with Monterey County Office of Education Board and Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education equivalent to a high school diploma
- Post-secondary education equal to two (2) years including coursework in a related field

- Any combination of training and experience equivalent to five (5) years of progressively responsible clerical and/or technical experience, which has provided the applicant with the required knowledge and abilities to successfully perform job duties
- Experience using student information system(s) (e.g. PowerSchool, CALPADS, SIRAS)

Knowledge of:

- Modern office procedures and practices, including filing systems, reception and telephone techniques and letter and report writing techniques
- Advanced computer application software that includes word processing, data base and spreadsheets
- Database functions, including the ability to enter, query, retrieve, analyze, and prepare data
- Business English usage, spelling, grammar, punctuation, and report and/correspondence writing
- Practices, procedures and terminology used in accounting, financial and statistical recordkeeping systems
- Effective methods of time management and organizing projects
- Proper protocol for ensuring timely, accurate processing of information to ensure validity and reliability
- Best practices regarding the security of student information
- CALPADS reporting procedures and timelines with respect to submissions
- Principles, techniques, methods, and procedures pertaining to the various aspects of networked computer systems
- Principles of training and providing work direction to others
- County office organization, policies and procedures

Skills and Abilities:

- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy to successfully complete assignments
- Develop understandable and accurate reports for a variety of purposes
- Work with large data sets for analysis and reporting purposes
- Ensure the validity and reliability of student data in various systems
- Prepare reports for submission to state and federal agencies
- Perform mathematical calculations with speed and accuracy
- Communicate in English, clearly and concisely, both orally in writing
- Understand and carry out both oral and written instructions
- Read, interpret, and apply laws, codes, rules and regulations, policies, and procedures
- Handle information in a discreet and confidential manner
- Exercise reasonable judgement in unusual circumstances
- Establish and maintain cooperative relationships with those contacted within the course of work
- Analyze situations accurately and adopt an effective course of action
- Work both independently and function effectively within a team setting

Desirable Qualifications:

- Experience in a public education environment
- Data management experience

- Experience with Local Control Funding Formula (LCFF)

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License with evidence of insurability

Available Stipends:

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, sign language, and Braille, as certified by MCOE

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