

# MONTEREY COUNTY OFFICE OF EDUCATION

## STUDENT INFORMATION SPECIALIST

**CLASSIFICATION:** Classified

**SALARY LEVEL:** 37.5

**WORK YEAR:**

### **DEFINITION:**

Under the general direction of the Director, the Student Information Specialist is responsible for a variety of advanced clerical and statistical record-keeping duties related to internal and external student information systems.

### **SUPERVISOR:**

Director

### **POSITIONS SUPERVISED:**

None

### **DISTINGUISHING CHARACTERISTICS:**

The Student Information Specialist is the second-level position in this class of student information positions. The Student Information Specialist is distinguished from the Student Information Technician by the required knowledge of the compliance requirements, knowledge of the programs with enough depth to detect anomalies in the student data submitted for input, the relationship between the student information systems.

### **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. Promis, PowerSchool, CALPADS, SIRAS, MSIN)
- Organizes, prepares, enters, and maintains student data for use in developing and monitoring instruction, multiple entries/exits and state mandated/departmental student data reports
- Assists in the development and maintenance of student files
- Accurately completes and submits student data reports as required by state or local agencies
- Develops, produces and distributes routine and special reports as requested Prepares data to upload to student information system(s) California Longitudinal Pupil Achievement Data System (CALPADS)
- Assists in coordination and maintenance of the "ConnectEd" communication system
- Prepares and distributes daily projected and final class lists according to established protocol

- Disaggregates student data and produces reports essential to student academic performance
- Requests student records from outside agencies and from school districts
- Responds to requests for access to the student records from outside agencies and school districts
- Assists in developing and updating of specific program policies, procedures, and related forms and notices
- Assists in providing training and technical assistance to program personnel regarding student record requirements and information
- Maintains accurate registers of student attendance for state reporting requirements on a monthly basis
- Produces accurate transcripts for students and requesting agencies in a timely manner
- Complies with the Monterey County Office of Education Board Policies, Superintendent Policies, and Administrative Regulations

**OTHER DUTIES:**

Performs other job-related duties as assigned

**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 or experience equivalent to a high school diploma
- Any combination of post-secondary education, training and experience equal to four (4) years including no less than three (3) 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 reporting writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices
- Standard arithmetic and basic business English, spelling, grammar, and punctuation
- Source documents and data entry verification
- Effective methods of time management/organizing projects

### **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
- Prepare and maintain accurate statistical records and reports
- 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, with limited supervision
- 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, seek follow up or clarification regarding anomalies and adopt an effective course of action
- Work both independently and function effectively within a team setting
- Perform under demanding situations with the ability to remain flexible and focused during interruptions and distractions while meeting deadlines

### **Desirable Qualifications:**

- Experience in a public education environment

### **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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