

YUBA COUNTY OFFICE OF EDUCATION
Management Job Description

STUDENT DATA COORDINATOR

DEFINITION

Under the direct supervision of the Assistant Superintendent / Special Education, the Student Data Coordinator assists in maintaining and supporting YCOE student and staff data. Collect, manage, analyze and report student and staff data using a variety of information systems. Provide ongoing training and technical support and troubleshoot issues on all student information systems (SIS) used by YCOE. Provide guidance to YCOE staff in the use of all student information systems, and support staff in maintaining the accuracy and reliability of the systems. Resolve reporting and data management issues. Ensure compliance with state and federal reporting regulations.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all of the listed examples include all tasks which may be found in positions within this classification.)

1. Operate a computer to input and extract data from automated information management; storage, and retrieval systems;
2. Understand, analyze, evaluate student information systems related to student enrollment, attendance, programs, special education, grades, testing, as well as staff data;
3. Reconcile data between Student Information System, Special Education System and CALPADS system;
4. Perform data extracts and imports for State/Federal Data Reporting processing;
5. Responsible for all accurate and timely State and Federal Student/Staff Data Collection procedures;
6. Communicate effectively with all levels of county and site personnel; attend/conduct ongoing meetings with staff that are involved with all student data systems;
7. Serves as County CALPADS, Student Information System (SIS) and Special Education System representative;
8. Organize and prepare application software documentation, procedural documentation, and operation instructions;
9. Make necessary corrections or refers data to those responsible for submission for correction;
10. Provide details about data and data relationships to help prepare specifications for collecting, maintaining, and reporting information;
11. Use a variety of tools to monitor and evaluate data in the YCOE student systems;
12. Perform complex and technical clerical work involving reviews and audits of a variety of materials requiring familiarity with policies, practices and procedures;
13. Use technical knowledge and knowledge of the YCOE data resources to consult with school sites and other divisions to solve sophisticated data problems;
14. Responsible for the creation, scheduling and documentation of custom extract and ad-hoc reports;
15. Maintain Certified State Reports;
16. Design and execute specialized complex queries using a variety of databases and software;
17. Monitor the integrity of assessment databases;
18. Complies with the YCOE technology policies and security policies and procedures;
19. Update Student Information System and Special Education System related data;
20. Perform other related duties as may be required.

MINIMUM QUALIFICATIONS

Education and Experience

A minimum of two years of increasingly responsible experience in a role that includes student information systems or records based data administration duties. College level training in database administration and closely related fields may be substituted for experience. Associates degree preferred.

Knowledge

1. Techniques of data collection, organization, analysis, and interpretation; graphic and narrative representation of data; and the tools necessary to accomplish the work.
2. Database applications, software development, user interface design, and current student achievement monitoring systems, assessment programs, and student information systems.
3. Sources and uses of educational demographic, process, perception, and outcome data.
4. Educational program evaluation, the California Educational system, elementary and secondary school culture, and the continuous improvement process.
5. State and federal accountability systems, tools, and test data interpretation policies.
6. Adult learning; effective presentation and training techniques and tools.
7. Effective communication strategies and facilitation techniques.

Skill and Ability

1. Collect, analyze, and interpret data; organize report materials; translate technical material and data into clear, accessible language or tabular and graphical displays.
2. Manage multiple projects on different time tracks at one time; flexibility to switch back and forth between complex long-term work and detailed short-term work.
3. Plan, set agendas, design and conduct oral presentations, design and conduct training, prepare for and coordinate or facilitate collaborative group work.
4. Communicate technical material in layperson language effectively, orally and in writing; create training materials, presentations, and handouts.
5. Analyze situations accurately and adopt effective courses of action; working flexibly and effectively with teachers, principals, and county administrators to identify and accomplish local goals, and to accomplish long-term state and county goals.
6. Establish and maintain effective working relationships with others.
7. Work independently without direct supervision.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis.

Licenses and Certificates

Valid California Driver's License