TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
SELPA DATA ANALYST

DEFINITION:

Under general supervision of the Assistant Superintendent, SELPA, coordinates with local education agencies within and outside the Special Education Local Plan Area (SELPA), to process, prepare, validate, submit and present data in a timely and accurate manner; assists with data entry, management and processing for data submission to the California Department of Education (CDE), California Longitudinal Pupil Achievement Data System (CALPADS), and other applications; supports data analysis and data driven decision-making, which includes, but is not limited to generating and auditing reports and files, and providing technical assistance and training as needed.

ESSENTIAL FUNCTION AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Reviews data from local education agencies; inputs and codes data into assigned systems; extracts data as needed; prepares and maintains a variety of records and files related to work; assists in providing information and data for reports, including mandated reports.
- Enters and edits student data into automated systems; generates and reviews reports, including those required by the CDE; monitors program data and ensures data collection and reporting procedures meet mandated regulations; ensures the accuracy and content of data and reports; identifies and corrects discrepancies; confers with technical and programming staff regarding system modifications and information needs.
- Collaboratively works with and effectively communicates with the district data teams, other departments, administrators, governmental agencies, and outside organizations to collect and provide data and exchange information; notifies users of system changes; coordinates activities, and resolves issues or concerns.
- Works with school districts and SELPAs to verify and maintain the completeness, conformity, consistency, accuracy, timeliness, and integrity of data extracted and loaded from district's school information system into CALPADS.
- Acts as a liaison between the SELPA, CDE, school districts, and regulatory agencies; serves as a resource to the responsible program administrator(s) and district personnel.
- Provides support to district personnel on the software systems used by SELPA.
- Provides technical support to program staff and participating programs in processing data, interpreting regulations and procedures, and using student systems, databases, peripherals equipment, and/or networks.
- Provides or coordinates troubleshooting support and regular maintenance for web-individualized education plan (IEP) system, and assists in resolving user access issues.
- Attends and participates in assigned meetings, in-services, and workshops; assists with developing and delivering trainings and instructional materials to system users.
- Conducts trainings for district users on electronic IEP system, CALPADS and other CDE/SELPA programs as necessary.
- Remains abreast of new or revised State and/or federal regulations affecting the student programs, procedures, and computer information system.
- Plans, organizes, and participates in the development of new or improved information system capabilities; designs system modifications; and tests and evaluates new or modified system features to ensure optimal efficiency.

- Identifies and advises the responsible program administrator(s) of unmet department needs or compliance issues; researches and evaluates compliance issues; and recommends procedures to correct deficiencies.
- Prepares, composes, and develops reports, graphs, charts, and correspondence relating to assigned duties.
- Establishes and maintains documentation, records, files, and logs relating to student enrollment student services, system usage, reports, and other assigned functions.
- Develops, plans, and implements short and long term procedures, plans, forms and reporting systems.
- Assists in the preparation and revision of the program manuals, documents and related forms.
- Effectively uses word processing, database, and spreadsheet software application programs and student program specific information system(s) in the course of assigned duties.
- Responds to administrative, program, and other related inquiries in accordance with assigned functions.
- Present special education data to the SELPA Governance Council
- Maintain data integrity and provide frequent data validations.
- Develop, compile, monitor, review and submit a variety of reports and statistical data with minimal supervision or direction.
- Receive, verify, and enter data into required student information and data management systems for small school districts within the School Information Systems, including IEP software.
- Comply with state and federal privacy laws to protect the integrity and confidentiality of the data.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:
- High school diploma or equivalent supplemented by training in data, clerical skills or relevant computer software applications.
- Five (5) years increasing responsible administrative support work preferably involving public contact. Can substitute two (2) years of work experience at the Administrative Assistant II level at TCDE.
- AA Degree in a related field, business or accounting preferred.
- Related college education beyond high school may be substituted for experience on a year for year basis. Any related experience beyond the requirement may also be substituted on a year for year basis for up to two (2) years of education.

KNOWLEDGE OF:

- Methods, procedures and terminology used in data collection, organization, analysis and interpretation.
- Current laws, guidelines, regulations and rules related to student information systems and storage of sensitive or confidential data within databases and how this relates to the funding systems in California.
- Student information systems (operational experience required with one or more of the leading SISs; i.e., Aeries, Infinite Campus, PowerSchool, Special Education Management Information Systems etc.).
- Electronic Web-IEP Systems.
- Microsoft Office Suite (Excel expertise highly desired)
- Sources and uses of educational demographic, process, perception and outcome data.
- State and federal accountability systems, tools and test data interpretation policies.
- Effective oral and written communication strategies and facilitation techniques.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work. Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.

- English usage, grammar, spelling, vocabulary, and punctuation; business arithmetic and basic statistical techniques.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Maintain confidentiality.
- Use data driven judgement for high stakes decisions related to data that impacts state reporting and funding streams
- Extract and organize data from source systems in carious formats to reconcile in CALPADs
- Collect, analyze and interpret data; organize report materials; translate technical material and data into clear, accessible language or tabular and graphical displays.
- Communicate technical concepts to others effectively, orally and in writing and convey a positive, service-oriented image.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Demonstrate integrity, accountability, innovation, passion, professional approach to customer service and teamwork in the performance of job responsibilities.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Assemble, organize, and prepare data for records and reports.
- Compare numbers and detect errors efficiently.
- Make arithmetic computations with speed and accuracy.
- Operate standard office equipment including a computer, calculator and applicable software.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created:_____January 3, 2019_____   Revised:___October 15, 2021___

APPROVED

Print Name:__Chinny Clawson__   Title:__Director, Human Resource Services__

Signature: _____   Date: ____11/12/21____