



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION STUDENT INFORMATION SYSTEMS SPECIALIST**

### DEFINITION:

Under general supervision, this position performs a variety of specialized duties to coordinate and conduct district and program level support and assure proper operation of assigned computer systems. District and program level support includes, but is not limited to, district charter and small school LEA's, as well as TCDE schools and department programs. Information Systems support includes, but is not limited to, oversight of Student Information Systems (SIS), CALPADS student information, and review of other information systems for timeliness and accuracy of reporting as they relate to student data collection. Coordinates and provides training and assistance to system users concerning system operations, software applications and malfunctions; provides for the effective and efficient storage, retrieval, customization, and reporting of student data.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

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.

#### *System Operations & Compliance:*

- Perform a variety of specialized duties to assure proper operation of assigned Student Information System (SIS).
- Coordinate, monitor, and modify existing programs to improve reporting, record maintenance, and assure compliance with established laws, codes, rules and regulations.
- Integrate new software with existing computer systems.
- Ensure proper import/exports and transfer of electronic files to appropriate business or government organizations.
- Oversee and validate reported English learner, foster youth, and free or reduced-price meal eligible pupil data for school districts and charter schools under its jurisdiction to ensure accurate reporting according to state requirements.
- Develop and implement reporting procedures to meet County needs. Coordinate and maintain state reporting data and system processes, including but not limited to, Test Operation Management (TOMS), file extracting, data updating, data reviewing for periodic state record requirements and data anomaly corrections.

#### *Training & Support:*

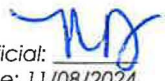
- Assist with the development of new services and expansion of existing projects related to student data and student information systems.
- Provide telephone and one-on-one support for ITS applications. Coordinate and provide SIS training, direction and support to districts, charters, and TCDE sites, programs, and administrative staff.
- Oversee SIS technical and other end-user support.
- Coordinate and conduct individual and group training sessions to ensure employee understanding of student information system software applications.
- Prepare related support materials.
- Determine, coordinate and respond to County training needs; respond to, coordinate, and provide training for SIS data processing and reporting procedures, issues and requirements.

#### *System Maintenance & Communication:*

- Test and analyze new software releases to ensure proper application function.



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- Assure proper configuration and system security permissions of student data computer systems and resolve malfunctions.
- Arrange for outside repairs as necessary.
- Review repairs by outside agencies for completeness and accuracy.
- Confer with vendors to exchange information and resolve issues related to system malfunctions and problems.
- Summarize and share out SIS updates, as appropriate via listserv, email, in-person communication. Monitor and recommend the usage and purchase of system supplies and equipment.
- Communicate and provide vendor management relative to applications purchased by TCDE or the districts we support.
- Perform related duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described;

- High school diploma or equivalent.
- Completion of a recognized two-year program in ITS/technology, accounting, or related course of study.
- Experience in schools and/or educational environment.
- Experience in Financial, Human Resources, Student Information technology/software or related area.
- Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

- Principles, practices and techniques used in the development, maintenance, and modification of information data systems.
- Database structures, SQL, application development or database design and administration.
- Operating systems and an understanding of basic LAN & WAN networking.
- Information security best practices.
- Customer and quality management practices.
- Desktop productivity software, MS Office Suite i.e. MS Access, MS Word, MS Excel, etc.
- Accounting principles, K-12 education or human resources desired.

ABILITY TO:

- Maintain confidentiality.
- Provide technical support for the implementation and maintenance of various information systems.
- Analyze and assess the information systems needs of TCDE departments and county districts.
- Recommend appropriate technology to meet client needs.
- Document internal information systems practices and procedures.
- Implement and adhere to data management and information security best practices.
- Migrate or convert legacy information systems (including desktops) to current technologies.
- Communicate clearly and concisely, both orally and in writing.
- Work effectively, respectively and cooperatively with all employees and team members.
- Work effectively with frequent deadlines and changing priorities.
- Complete tasks in a timely manner.
- Take instructions and work independently when assignments and tasks are given.
- Cross train and transfer technical knowledge to other department/team members.



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- Effectively use and support Escape, Aeries, MS SQL Server and other TCDE applications as determined by ITS management.
- Drive occasionally for Department business using own transportation.

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.

**HRS Office Use Only**

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**APPROVED**

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: 