

DIRECTOR OF STUDENT INFORMATION SERVICES

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent of Educational Services, the Director of Student Information Services provides support with High School Selection setup and configuration; ensures compliance with state and federal education codes and mandates, manages and ensures the accuracy of the student information system as it relates to attendance, transcripts, grading, residency, standardized testing, college entrance testing, and Federal and State reporting; provides leadership in establishing district norms in student data reporting; provides technical expertise and assistance to school site and District administration to assist them in identifying and analyzing the most useful student data for their application in improving the quality of classroom instruction as well as in assessing the effectiveness of District-wide instructional programs.

DISTINGUISHING CHARACTERISTICS

The Director of Student Information Services is a single-position, management classification responsible for planning, directing, supervising and controlling District-wide programs, that ensure the compliance, integrity, comprehensiveness, accuracy, responsiveness, and applicability of all policies and procedures, and elements of the student information data system to support the District's information needs with respect to various other district programs, including attendance, and the quantitative assessment of the effectiveness of District instructional programs, and to reporting mandates and requirements of Federal, State and local agencies.

ESSENTIAL FUNCTIONS

- Assist with planning, directing and supervising High School Selection Process and prepare district enrollment projections.
- Direct the distribution and supervise the collection of the Annual Notification to all parents/guardians of students enrolled in district schools.
- Plan, direct & supervise the collection, maintenance, and integrity of student and staff data necessary to prepare, verify, and submit reports to Federal, State, and local agencies such as CALPADS, CBEDS ORA, Civil Rights Data Collection, CALPADS-Plus, National Clearinghouse, ISAC, ASVAB, Principal Apportionment Data Collection, OPUS-County District School CDS Application, for the purposes of complying with applicable laws, rules and procedures to ensure general and special funding for District programs.
- Develop and implement training to District and site level staff (classified, administrators, and teachers) on all elements of data query using the student information system (Aeries) for the purpose of introducing them to school and student data, data analysis, and facilitation of query activities for use of data at sites, in departments, and district-wide.

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- Monitors the efficiency and effectiveness of site personnel who carry out data management functions at the sites (e.g., registrars, attendance staff, etc.) for the purpose of providing site managers with work performance data pertinent to their evaluation of site staff.
- Develop policies and procedures on use of student information system (Aeries) to ensure efficient and effective use of information for daily operations and for testing of students.
- Supervises the application and adherence to, District-wide standards for data management to ensure consistency, accuracy and equity in the collection, retention, use and interpretation of information for academic records by registrars and other site personnel who process student information as it relates to State and Federal reporting requirements.
- Attends meetings conducted by the State and the County Office of Education for the purpose of ensuring District adherence to new requirements and protocols and for system planning and data exchange with outside agencies.
- Conducts performance evaluations of immediate staff for the purpose of adhering to performance evaluation schedules, developing staff and maintaining work standards.
- Conducts selection interviews and training for the purpose of replacing staff at turnover and developing new hires.
- Manages and supervises daily operations of the student information system database including performance, reliability and security as well as teacher, parent and student portals.
- Plans, coordinates, and performs Student Information System end-of-year database rollover processes.
- Directs and coordinates the work of staff assigned to the student information system unit to ensure accurate and timely submission of state and federal reporting and to generate necessary data reports in support of district programs; supervises, trains and participates in the evaluation of student information system unit.
- Prepares, verifies and submits reports to federal and state agencies and other entities to comply with applicable laws, rules and procedures and to ensure general and special funding for District programs.
- Collaborates with Educational Services staff to ensure accurate reporting and analysis of data related to the District's Local Control Accountability Plan.
- Recommends, plans and oversees the implementation of data analysis and interpretation of standardized testing and assessments in order to communicate performance data to site administrators and teachers for their use in analyzing student achievement and the effectiveness of instructional programs.
- Regularly monitors and reports on school enrollment to inform District-wide staffing and budget decisions.

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- Establishes and maintains relationships with District demographic contractors, housing developers, city entities, and feeder districts in order to gather and analyze data in order to prepare District and school enrollment projections in support of staffing, budgeting, and facility planning.
- Facilitates and coordinates the exchange of SIS data between the District and feeder districts in support of enrollment transition and inter-district program evaluation efforts.
- Plans, monitors and oversees the distribution of the District's annual residency verification process to ensure the accurate residency status for all students enrolled in the District.
- Reviews, analyzes, and monitors the District and site instructional calendars and daily bell schedules to ensure compliance with applicable education code requirements and to maximize attendance apportionment and state funding.
- Reviews, analyzes and monitors school site attendance reporting for accuracy and submits periodic and annual apportionment reports to the state and county in order to maximize apportionment and state funding.
- Provides recommendations on policies and procedures related to the use of the SIS. Implements policies and procedures as directed to ensure efficient and effective use of the SIS in daily operations, testing of students and compliance with state and federal codes and guidelines.
- Monitors linkage between Aeries and other systems to ensure reliable interaction and data exchange within these systems and among components of the SIS (e.g., grading, attendance, transfers, parent portal).
- **OTHER JOB FUNCTIONS**

Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED

SKILLS are required to perform multiple, highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: directing the preparation and maintenance of accurate records and complex information systems (e.g., Aeries, CSIS, OCR, WASC, CBEDS); operating standard office equipment; using pertinent software applications; applying techniques of data gathering and analysis to the assessment of instructional programs; applying principles of supervision and management.

KNOWLEDGE is required to perform advanced math including statistical calculations; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: laws, policies, regulations, and procedures for the collection, maintenance, and processing of student information; data warehousing, especially techniques, methods, systems and terminology of student data management, collection, maintenance,

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analysis, and reporting; conceptual design process, database design and management of SQL, programming in SQL; documentation standards, including procedures and definitions for metadata; legal responsibilities and restrictions as they apply to access control and privileges for security; principles and practices of effective training, supervision, leadership and program management; interpersonal skills appropriate to occasion and using tact, patience and courtesy.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: working with detailed information/data; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; analyzing laws and regulations; use pertinent software applications to accomplish program requirements.

RESPONSIBILITY

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and supervising the collection and analysis of student data for multiple sites. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard-free environment.

EDUCATION

Education and experience equivalent to a Bachelor's Degree in business, public or educational administration, mathematics, management information systems, or related. Additional qualifying experience may be substituted for the educational requirement on the basis of one year of experience for 30 semester/45 quarter units.

EXPERIENCE

At least three years' full-time experience working directly with student information systems. Management or supervisory experience preferred.

REQUIRED TESTING

Pre-employment proficiency test.

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CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB clearance; pre-employment physical examination including negative drug screen.

CONTINUING EDUCATION/TRAINING

Ongoing as appropriate to maintain currency in student information systems management.

FLSA STATUS

Exempt

SALARY RANGE

Management