

## 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 manages and directs district programs, including, High School Selection, Intra/Inter-district transfers and Home Hospital ; ensures compliance with state and federal education codes and mandates, coordinates the analysis of assessment and student achievement data; 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; collects and identifies student achievement data to be used by the District to assess the effectiveness of instructional programs; 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 related to management of High School Selection, Inter/Intra District transfers, Home Hospital and Foster Youth programs, Heritage Schools, 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

- Plan, direct and supervise the annual High School Selection Process and prepare district enrollment projections.
- Manage and evaluate applications for Intra/Inter district transfers for approval or rejection based on school site enrollment or district priorities.
- Develop the Annual Notification to ensure compliance with Education Code. Direct the distribution and supervise the collection of the Annual Notification to all parents/guardians of students enrolled in district schools.
- Direct and supervise the district Home Hospital and Homeless/Foster Youth programs.
- Manage and respond to complaints through the Office of Civil Rights or through the Uniform Complaint Procedure. Ensure that each school site and district website have the Uniform Complaint Procedure clearly displayed for parent reference.
- Coordinate and manage the district approval process for Site Pilot Courses.

- Manage , evaluate and respond to student Graduation Waivers submitted by site principals.
- Manage, review and evaluate institutions and courses submitted from Heritage Schools offering instruction in the culture, traditions, or history and language of a country other than the United States to district students seeking credit on their high school transcripts.
- Plan, direct & supervise the collection, maintenance, and integrity of student and staff data necessary to prepare, verify, and submit reports to Federal and State agencies and other entities 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.
- Plan, direct, and implement a program of data analysis and interpretation of standardized testing (e.g. CAASPP, AP, ACT, SAT, SAT II, and benchmark assessments) for the purpose of communicating performance data to site administrators and teachers for their use in analyzing student achievement and the effectiveness of instructional programs.
- 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.
- Supervise 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 (e.g. course values on transcripts, interpretation of transcripts, updates from UC and CSU systems) by registrars and other site personnel who process student information.
- Represent the District to the Articulation Analysis Department in the Office of the President of the University of California (UC) and the California State University (CSU) for the purpose of evaluating District course offerings and ensuing approval of UC/CSU for new course offerings.
- 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.

## 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, 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

## **CLASSIFIED**

---

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.

### **CERTIFICATES**

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position..

### **CLEARANCES**

Fingerprint Clearances issued by the California Department of Justice (CaDOJ) 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