

**SAN CARLOS SCHOOL DISTRICT
DATA SYSTEMS MANAGER**

BASIC FUNCTION:

Under the direction of the Director of Educational Technology or Designee, the Data Systems Manager is responsible for managing a variety of technology implementations such as Student Information System (SIS), GradeBook, Student Portal, and Parent Portal. In addition, the Data Systems Manager will support help desk functions for SIS, Student Data and Assessment systems; coordinate and implement professional development, staging and testing system updates and patches; serve as a liaison between the district and the State regarding student data systems; ensure compliance with established laws, codes, regulations and legal reporting requirements.

ESSENTIAL DUTIES:

- Coordinate all system updates and enhancements for the Student Information System, Grade Book, PowerTeacher, and Student Data and Assessment Systems.
- Act as the main contact with districts in support of their student data system needs.
- Assess training needs of site users; develop, implement and maintain student data systems training activities and materials; conduct training sessions; organize user meetings.
- Establish and implement uniform data collection processes based on database capabilities and reporting requirements; supervise the use of a variety of fields in student data systems to maintain a high level of data accuracy, efficiency and accessibility.
- Oversee the technical integration between all student data systems and other 3rd party data systems such as emergency notification systems and various data and assessment systems in use by districts.
- Oversee the preparation and maintenance of a variety of complex student data records and reports; distribute to state and federal agencies and school districts as appropriate.
- Assist districts with collecting, compiling, validating, and analyzing data for a wide variety of narrative, graphic, and statistical reports and applications.
- Coordinate and oversee the annual CALPADS data collection and submission process; organize CALPADS training when needed for pertinent staff.
- Monitor the student data systems budget and project resources.
- Research, analyze and interpret applicable legal codes, rulings, and student reporting requirements; maintain current knowledge of applicable regulations.
- Coordinates and oversees the document and data control for district-wide testing that includes all state-mandated standardized tests.
- Ensures control of documents that are received, distributed to schools, and collected for scoring.
- Communicates with site staff and conducts regular training as needed.
- Oversees the quality of student demographic and academic data entry at the school sites and at the district level.
- Ensures that student data complies with established requirements.
- Keeps appropriate site and District Administrators informed of issues affecting deadlines and/or data quality.
- Works directly with users to determine information needs and designs/develops program models/queries.
- Develops user documentation.
- Utilizes software applications and creates special queries/functions that site-based and district-level staff can use to compile, organize, and evaluate school and student information, and community demographics.
- Troubleshoots problems with administrative or academic applications.
- Determines the problem, often working with an application vendor, corrects problems and trains users as needed on procedural changes and/or proper use.
- Works with administrators to identify key information, constraints and objectives around student data.
- Prepares and/or participates in the preparation and presentation of research reports.
- Meet with clients and technical staff to determine information needs and database requirements.

OTHER DUTIES:

- Attend and conduct a variety of meetings as assigned.
- Technology support to District office staff.
- Other duties as assigned.

KNOWLEDGE OF:

- Specialized knowledge of education processes, systems, reporting and databases.
- Extensive knowledge on data management, laws, regulations and policies related to student data an reporting.
- Extensive knowledge of terminology, methods, and techniques of design, research and user testing of automated computer systems.
- School and School District organization.
- Student assessment and measures of institutional effectiveness.
- Legislative and educational oversight body processes, requirements, and trends.
- Best-practices and continuous quality improvement.
- Using a full range of office productivity computer software as well as computer-aided database management, statistical and educational modeling applications.
- Well-developed language and writing skills to prepare professional proposals and reports.
- Advanced math skills to perform statistical analysis.
- Well-developed human relations skills to make formal presentations and facilitate group processes

ABILITY TO:

- Work efficiently with little supervision.
- Read, apply and explain rules, regulations, policies and procedures.
- Make decisions in accordance with laws, regulations, and established administrative procedures.
- Assess student data system user needs and convey needs to appropriate staff.
- Perform complex research, testing and training.
- Prepare clear concise reports and make recommendations.
- Prepare comprehensive training documentation on system operation and application.
- Work under the pressure of deadlines.
- Establish and maintain cooperative working relationships with others.
- Speak effectively and make presentations before a variety of groups.

EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS:

- A work history demonstrating reliability and good attendance.
- Any combination of education/training/experience equivalent to: a bachelor's degree in Business Administration, Technology, Information Management or related field, and five years of professional-level experience, including experience in a data management capacity. School experience in student systems is preferred.
- Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.
- Maintain CPR and First Aid certification.
- Valid California Drivers License

WORKING CONDITIONS ENVIRONMENT:

- Indoor and outdoor work environment.
- Moderate stress work environment.
- High volume of work and tight deadlines, continuously changing priorities and interruptions.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English or other designated language.
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk.
- Able to squat, twist, stoop, kneel, and bend.
- Able to sit for sustained periods of time.

- Able to climb slopes, stairs, steps, ramps, and ladders.
- Able to lift up to forty (40) pounds frequently and fifty (50) pounds occasionally.
- Able to push and pull objects weighing up to fifty (50) pounds.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.