

UNION SCHOOL DISTRICT
COMMUNICATIONS & DATA SUPPORT SUPERVISOR

The Position

The Communication & Data Support Supervisor is a management level position under the general direction of the Associate Superintendent, Learning & Innovation or designee. The Communication & Data Support ensures quality and accurate assembling and dissemination of information to the public and District stakeholders, manages the District's online and social media presence and coordinates, develops, reports and organizes District data. Performs related duties including: development, revision, implementation, submission and evaluation of the District's data, including but not limited to data in: the Student Information System (SIS), California Longitudinal Pupil Achievement Data System (CALPADS/CBEDS), Child Nutrition system, Assessment system, educational applications and student accounts.

REPRESENTATIVE DUTIES:

- Provides proactive media and community relations through the writing, reviewing and editing of news releases, newsletters, emails, articles, postings, publications and scripts, for various stakeholders and the public;
- Prepares and reviews brochures, pamphlets, fliers and other marketing pieces for various departments; work includes writing, editing, coordinating development of copy and data, proofreading, coordinating images, and printing proof approvals;
- Researches, writes, and participates in the development of and approval of content for various multimedia productions (e.g. Public Service Announcements, video projects, slideshows, social media, Internet, District websites, etc.);
- Promotes District accomplishments and activities, and extracts and organizes information in response to Public Records Requests;
- Maintains confidential information and ensure District data security and integrity;
- Supervises and monitors staff in the mandatory data input for State/Federal accountability requirements, application and testing data;
- Designs and implements databases, reports and other software solutions in a complex systems environment, including a variety of databases and software applications, software installations and configurations; provide support for databases, reporting and related applications;
- Ensures compliance, support and security;
- Manages District and school website messaging and branding to provide consistent, timely and accurate information to the community;
- Maintains relationships with school sites and the community to facilitate dissemination of information;
- Develops video and multimedia presentations for distribution on District websites and social media platforms;
- Provides technical support and training to site and District staff regarding the use of communication platforms, district data, information and assessment systems;
- Develops and supports implementation of District benchmarks and State assessments;

- Supervises and oversees State data collection and ensures compliance with all State certification deadlines;
- Provides technical support to Site and District staff regarding the use of communication platforms, district data, information and assessment systems;
- Oversees and supports *assessment*, enrollment and data collection;
- Assesses District-wide academic and demographic data needs;
- Oversees student and staff account *management* in various District systems and applications;
- Establishes and implements District-wide uniform data collection processes based on database capabilities, and current and future reporting needs/requirements of local, State, and Federal programs including Special Education, discipline, testing requirements, and categorical program reporting requirements;
- Collects, compiles, validates, analyzes and disaggregates data for a wide variety of narrative, graphic, and statistical reports, grant applications, performance reports, manuals, and procedures;
- Works with users and software vendors to troubleshoot database and application problems.
- Develops and documents procedures related to the SIS and other applications;
- Works with the various departments as necessary to incorporate automation and integration into various software programs;
- Works with the school sites to maintain and update library management and inventory systems and databases;
- Responds to and facilitates the development of complex data inquiries and queries raised by administrators and other personnel;
- Performs complex statistical and arithmetic calculations; reads a variety of manuals, writes documents following prescribed formats and/or presents information before groups; and understands complex multiple step instructions;
- Responsible for the maintenance of the District web site and coordinating and monitoring District and school web sites; and
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Graphic design and communication mediums.
- Website development and social media platforms.
- Compulsory Education Laws and State/Federal Compliance requirements.
- Industry standard database programs as it relates to Student Information Systems.

Ability to:

- Operate computers, computer peripherals and standard office equipment.
- Install software and provide instruction on its use.
- Learn and effectively use network and systems hardware/software specific to District needs.
- Read, comprehend, and apply complex instructions and technical literature.
- Train or assist in providing training to users in the District.
- Provide technical assistance.
- Generate and maintain records as they pertain to duties and assignments.
- Troubleshoot databases and applications in a highly complex network.

- Work effectively with minimal supervision.
- Understand and follow oral and written instructions related to complex technical matters.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relations with others.
- Work effectively under pressure in a fast-paced environment and under strict deadlines.
- Make mathematical calculations with accuracy.
- Work efficiently with frequent interruptions.
- Schedule and perform work to meet established timelines.
- Use correct English grammar, spelling, vocabulary and accounting terminology.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines put in place by the State, County Office or the District.
- Plan and organize work for self and others.
- Perform multiple technical tasks with frequent need to upgrade skills due to changing job conditions and requirements.
- Maintain regular attendance.

Qualifications

Required Certification, Education and Experience:

Must have any combination equivalent to: Completion of at least two (2) years (48 semester/72 quarter units of coursework) of approved college level courses in a related area. Additional years of qualifying experience may be substituted for the required education. Minimum of three (3) years of varied, responsible and successful experience in graphic design, communications, website design, applications support, database management, or student information systems. Experience with graphic design tools, ~~in~~ SQL, excel and pivot tables is highly desirable. A valid California driver's license is required. Demonstrated leadership, organizational and management skills. Appearance, grooming and personality that establishes a professional example.

Personal Characteristics:

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

SALARY & BENEFITS: The Communication & Data Support Supervisor, is compensated per the Management Salary Schedule. This position works 221 days (Full time). The District provides a competitive benefit package.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment with high noise and distraction levels
Driving a vehicle to conduct work at other sites

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;

Ability to conduct verbal conversation and or training in English and, possibly, a designated language;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Lift up to 20 or more pounds;
Carry up to 20 or more pounds;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Operate office machines and equipment in a safe and effective manner;
Demonstrate manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and
Conduct frequent repetitive arm, hand and body motion.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

Board Approved June 8, 2015 [Data Support Supervisor]