

UNION SCHOOL DISTRICT

CLASS TITLE: CALPADS SIS SPECIALIST

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, perform a variety of activities in support of various California Longitudinal Pupil Achievement Data System (CALPADS), and Student Information Systems (SIS) functions and transactions; prepare, maintain, process, reconcile and verify various data, forms, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of activities in support of various CALPADS/SIS functions and transactions; compile, assemble, verify and process a variety of student and teacher data and information; resolve data issues and concerns in an accurate and timely manner.

Clearly and accurately identify, analyze, and resolve problems with District data elements related to CALPADS/SIS and other software applications;

Prepare, print, distribute, collect, sort, file, screen and process various forms and documents related to assigned systems; verify various student and teacher information; review forms for accuracy and completeness; identify errors and make corrections as needed.

Establish and maintain a variety of student and teacher files, databases and records according to established policies and procedures; process and update records information.

Input and update CALPADS/SIS data and information in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports and documents; assure accuracy of input and output data.

Serve as an informational resource to District and State personnel, regarding CALPADS/SIS and student transfer functions; respond to inquiries and provide information concerning related processes, standards, requirements, time lines, policies and procedures.

Read, understand and accurately interpret federal and state policies, procedures, regulations and guidelines and relay technical information;

Perform a variety of clerical duties in support of assigned CALPADS/SIS functions; prepare, distribute and respond to a variety of correspondence; duplicate and distribute materials.

Communicate with District personnel, outside agencies and the public to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Train appropriate staff on aspects of CALPADS/SIS.

Attend mandatory trainings as required by the position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General CALPADS/SIS office functions, practices and procedures;
Basic processes, practices and procedures related to assigned CALPADS/SIS functions;
General operations, policies and objectives relating to CALPADS/SIS activities;
Methods of collecting and organizing data and information;
Data control procedures and data entry operations;
Record-keeping and filing techniques;
Modern office practices, procedures and equipment;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Operation of a computer and assigned software;
Telephone techniques and etiquette;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy; and
Mathematical calculations.

ABILITY TO:

Perform a variety of activities in support of various CALPADS/SIS functions and transactions;
Prepare, distribute and process various forms, and documents related to CALPADS/SIS;
Compile, verify and assemble data and information;
Compose correspondence and written materials independently or from oral instructions;
Troubleshoot and analyze issues accurately and quickly and adopt effective action plans;
Understand and follow oral and written instructions;
Communicate effectively both orally and in writing to provide support to all levels of users;
Establish and maintain cooperative and effective working relationships with others;
Type or input data at an acceptable rate of speed;
Meet schedules and time lines;
Complete work with many interruptions;
Operate a variety of office equipment including a computer and assigned software;
Work with different file formats for import and export;
Use complex database systems and applications;
Work independently;
Develop processes and procedures;
Organize, prioritize and schedule work to meet critical deadlines;
Use initiative and independent judgment within established guidelines and procedures;
Read, interpret and relay technical information;
Design and layout effective and efficient data analysis reports to meet users needs;
Plan and administer user-training sessions;
Explain and enforce policies and deadlines;
Prepare and deliver oral presentations, written reports and procedures;
Compile and analyze data and provide suggestions for improvement;
Work and recognize the necessity for accurate and precise attention to details;
Work overtime when needed;
Attend training, workshops and conferences locally and/or within the state; and
Maintain regular attendance;

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years general clerical and/or technical experience working with SIS functions and/or CALPADS.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

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 in English;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Climb stairs, steps, and step ladders;
Lift up to 20 pounds;
Carry up to 20 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, hip flexion and extension and knee flexion;
Operate office machines and equipment in a safe and effective manner;
Demonstrate manual dexterity necessary to operate calculator, typewriter and/or 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.