



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

STUDENT DATA INFORMATION SPECIALIST

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of complex and specialized duties involved in the collection, evaluation, manipulation, and reporting of organizational student, attendance, and other required data as it relates to State and Federal reporting; Prepare procedural documentation for District training and provide training on applications related to assigned activities; input data, create queries, generate links to data, and produce a variety of mandated and requested computerized records and reports; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Responsible for finding and correcting data anomalies within the student information system necessary to complete state/federal reporting requirements for the California Department of Education (CDE) and the United States Department of Education.
- May represent the District to state and local governmental agencies relative to State and Federal best practices, District policies and procedures.
- Perform a variety of complex and technical duties involved in the collection, evaluation, manipulation and reporting of organizational student, attendance and other required data; verify and ensure accuracy and integrity of computerized data and reports; serve as person responsible for State/and some federal reporting.
- Utilize a computer to input data, create queries, generate links to data and produce a variety of mandated and requested computerized lists, records and reports; update information and maintain a variety of automated records and files; create and provide ad hoc reports to evaluate data for data quality; schedules and documents custom extracts and ad hoc reports.
- Ensure mandated and requested reports related to students, attendance, enrollment, staff, substitutes, programs, and assigned activities are completed according to established timelines; ensure accuracy and completeness of input and output data; reconcile and correct inconsistent or erroneous data as needed to comply with requirements of State and Federal reporting.
- Communicate data requirements to appropriate department/site personnel; provide documentation and user support to District users; provide details about data and data relationships to help prepare specifications for collecting, maintaining and reporting information.
- Research, compile and verify a variety of data and information; merge a variety of data and computerized documents as needed; compute statistical information for various federal, State, and organizational reports as necessary.
- Serve as a technical resource to staff concerning data input and reporting functions as assigned; respond to inquiries and provide information concerning related practices, applications, requirements, standards, techniques and procedures; provide related training as required.

- Communicate with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities, and resolve issues or concerns.
- Operate a variety of office equipment including a printer, computer, and assigned software.
- Attend local and State trainings as required to maintain current knowledge of changes to reporting requirements for State and Federal reporting.
- Participate in complex data information systems projects as assigned.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Methods, procedures, and techniques pertaining to various aspects of data processing application operations.
- Data control procedures and data entry operations.
- Principles, methods, and procedures of operating computers and peripheral equipment.
- Technology related to electronic submission of data to the state and/or federal reporting (CDE, CALPADS, and other organizations);
- Commonly used applications in word processing, spreadsheet, report writing and database programs;
- Oral and written communication skills
- Mathematic calculations.

ABILITY TO:

- Perform a variety of complex and technical duties involved in the collection, evaluation, manipulation and reporting of organizational student, attendance and other required data.
- Utilize a computer to input data, create queries, generate links to data and produce a variety of mandated and requested computerized records and report.
- Interpret and apply rules and requirements for electronic submission of data.
- Review and verify input and output data to ensure accuracy and efficiency.
- Assemble and prepare data for records and reports.
- Establish and maintain files and records.
- Type or input data at an acceptable rate of speed.
- Compile, organize, and evaluate statistical and technical data.
- Develop and prepare processing schedules for computer operations.
- Establish and maintain cooperative working relationships.
- Meet schedules and timelines.
- Work independently with little direction.
- Communicate effectively, both orally and in writing.
- Determine appropriate action within clearly defined guidelines.
- Add, subtract, multiply, and divide with speed and accuracy.

EDUCATION AND EXPERIENCE

EDUCATION:

Verification of completion of an Associate of Arts/Science degree or higher degree, from an accredited college/university, with a minimum of fifteen (15) semester units of course work in a computer related field.

EXPERIENCE:

Four or more years of extensive experience working with databases supporting business applications and support services, and serving as a resource for problem identification and resolution concerning data issues. Recent job-related experience within the last five years is required.

LICENSE, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Valid California Motor Vehicle Operator's License
- Insurability by the District's liability insurance carrier

PREFERRED QUALIFICATIONS:

Four or more years of increasing responsibility supporting business applications and State and Federal databases, environment in a school district is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will occasionally exert 25 to 40 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will involve walking or standing for extended periods of time, but will sit for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this job.

POTENTIAL HAZARDS:

N/A

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