

**CHICO UNIFIED SCHOOL DISTRICT
COORDINATOR-STUDENT INFORMATION**

DEFINITION

Under the direction of the Assistant Superintendent-Business Services, the Coordinator of Student Information maintains, coordinates, and monitors all data related to educational programs and services as well as provides administrative direction and technical assistance to school and district office personnel responsible for entering, maintaining, and retrieving student data.

SUPERVISION EXERCISED

May exercise technical and functional direction over lower level clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (May include but are not limited to the following)

- Directs and monitors student database systems.
- Oversees state reporting requirements that includes but is not limited to CSIS and CAL PADS and any other changes to the student information system.
- Develops and implements training for district and school staff on the entering, monitoring and extraction of student data for tracking, analyzing, and reporting purposes.
- Provides direction of staff development activities for application and technology resources related to student information and attendance.
- Provides direction and procedures for the input of student data into district database systems.
- Implements, manages, and maintains student database systems in order to support district and school staff in meeting the needs of students and the integration of this data between agencies.
- Collects, maintains and provides accurate information to district and school staffs for educational decision-making and prepares mandatory reports requiring educational data.
- Oversees and maintains the security, integrity, and management of student data systems.
- Maintains extensive interaction with district level information analysts at the district office and school site level personnel in order to support student data and compliance requirements for district, site, county, and state reporting requirements.
- Coordinates and communicates with staff to comply with project timelines throughout the school year and resolve issues or concerns related to database systems involving students and programs.
- Manages electronic student records, transfers, and requirements between district, school sites, and county/state/private agencies.
- Prepares departmental agenda materials and staff reports for Board, council, and committee meetings and attends Board meetings, upon request, to present reports and render professional advice.
- Establishes and manages student database systems in order to efficiently and accurately provide data to district and school staff to produce district reports in a timely and accurate manner.
- Manage multiple projects on different time tracks at one time; flexibility to switch back and forth between complex long-term work and detailed short-term work.
- Communicate with outside vendors to resolve issues and conflicts and exchange information on behalf of District programs and services as they relate to student information services.
- Assures compliance with applicable district policies, procedures, and governmental regulations relating to student data
- Apply applicable sections of State Education Code and other applicable laws relating to student data.
- Attend meetings, workshops, and conferences related to student data matters.
- Perform special projects assigned by the Assistant Superintendent-Business Services.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Software applications with specific attention to database systems related to educational programs.
- Duties, responsibilities, and functions of student information systems including but not limited to CSIS

- Educational codes related to use of student information systems
- Understanding of course scheduling as it relates to student progress and management objectives.

Skill to:

- Operate modern office equipment.
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Multi-task.
- Effectively communicate training strategies.
- Plan and set agendas, design and conduct oral presentations, design and conduct training, prepare for and coordinate or facilitate collaborative group work.
- Communicate technical material in layperson language effectively, orally and in writing; create training materials, presentations, and handouts.
- Analyze situations accurately and adopt effective courses of action; working flexibly and effectively with teachers, principals, and district administrators to identify and accomplish local goals, and to accomplish long term state and county goals and mandates.
- Create and design programs and systems in order to disseminate educational data.
- Establish and maintain effective working relationships with others.
- Work independently with little direction.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities required of this position would be through the Training and Education items listed below:

- 2-4 years of progressively responsible experience in student information systems and/or database management.
- Minimum of three years experience in data collection and analysis, and research and evaluation in an educational setting.
- Knowledge and proficiency in school District databases.
- 2 years of increasingly responsible experience in the specific attendance software applications used by the District.
- Minimum 2 years of experience maintaining complex records utilizing computers.
- Minimum 2 years of college with course work in computer science, information systems, data processing, business administration, or related field. Bachelor's degree with major coursework information systems and/or business administration preferred.

WORKING CONDITIONS

- Office environment.
- Constant interruptions.

Physical Demands

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Ability to read and comprehend a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.