

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: November 14, 2007
Salary Schedule: 861; Row: 4

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: STUDENT INFORMATION SYSTEMS SUPERVISOR

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent, Educational Services, the Student Information Systems Supervisor is responsible for the data integrity of the District's student information system; coordinates data input and any required reporting as required by the district or state; and works closely with the Technology Department for system support and security and with Fiscal Services to ensure compliance with state attendance laws.

JOB FUNCTIONS:

- Supervises the use of demographic and test results fields in SIS (Student Information System) to maintain high level of data input/output efficiency and accessibility
- Directs Attendance Technicians, Registrars, Educational Services Secretaries, and other staff regarding the use of the SIS system and their individual responsibilities
- Maintains absence codes, truancy codes and other district mandated tables or codes so that information is uniformly reported
- Coordinates and oversees the annual CSIS/CBEDS data collection and submission process
- Assesses district-wide academic and demographic data needs
- Conducts periodic SIS file maintenance
- 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, STAR requirements, and categorical program reporting requirements
- Establishes, implements, and documents district-wide uniform database data entry parameters/guidelines based on pre-designed database structure (SIS)
- Evaluates, validates, and monitors data collection processes and data stored in database to maintain a high level of completeness, accuracy, integrity, and accessibility

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JOB FUNCTIONS – continued

- Develops and maintains statistical data collection, storage, and reporting processes/systems using existing systems and/or develops other automated systems (relational data bases) to store data and compile statistics over time for all district assessments
- Performs correlation studies using student demographic and academic achievement data
- Manages technical aspects of data transfers between neighboring and feeder districts
- Collects, compiles, validates, analyzes and disaggregates data for a wide variety of narrative, graphic, and statistical reports, grant applications, performance reports, manuals, and procedures
- Interprets government regulation, policies and procedures as they relate to data reporting requirements and develops data collection and reporting procedures to achieve compliance
- Makes presentations and conducts training sessions in small groups regarding all aspects of student data
- Works with the Technology Department and other departments as necessary to incorporate automation and integration into various software programs
- Responds to and facilitates the development of complex data inquiries and queries raised by administrators and other personnel
- Prepares data documents for negotiations as directed
- Knows Compulsory Education Laws and Attendance Accounting requirements
- Knows and 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
- Knows industry standard database programs as it relates to Student Information Systems
- Uses correct English grammar, spelling, vocabulary and accounting terminology
- Communicates effectively, both orally and in writing
- Analyzes situations accurately and adopts an effective course of action
- Meets schedules and time lines put in place by the state, county office or the district

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JOB FUNCTIONS – continued

- Plans and organizes work for self and others
- Performs multiple technical tasks with frequent need to upgrade skills due to changing job conditions and requirements
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Performs other duties as assigned

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Completion of at least two years (48 semester/72 quarter hours of course work) of approved college level courses in a related area
- Additional years of qualifying experience may be substituted for the required education

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JOB QUALIFICATIONS – continued

Experience:

- Minimum of three (3) years of varied, responsible and successful experience in data base management, or student information systems
- One (1) year in a supervisory capacity highly desired
- Experience in SQL is highly desirable

Licenses, Certifications, Bonding, and/or Testing:

- Valid Drivers License with acceptable safe driving record
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position