STUDENT INFORMATION SYSTEM DATABASE SPECIALIST

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY:

Under the direct supervision of the Coordinator of Technology, this position is responsible for the technical support and operation of the Student Information Data System for local, state and federal reporting.

DUTIES AND RESPONSIBILITIES:

Support, maintain, coordinate, and manage the Student Information System (SIS) at each site and County-wide programs. Ensure uniformity of applications from site to site so that accurate and consistent data are available to the County. Serve as liaison between local users and Eagle software support personnel. Collaborate with authorized technician to update, backup, compact and repair databases on a regular basis; customize SIS as needed. Set up and maintain AERIES users and user-group rights. Document all user levels and maintain and update lines of permission as necessary. Establish and monitor County standards for AERIES. Establish, maintain and monitor County timelines for student assessment – including in-putting and overseeing all assessment scores and data collection. Oversee data collection requests for outside agencies for student assessment. Compile and develop accountability/academic achievement analysis reports. Work with authorized technician to ensure security and accessibility of AERIES Browser Interface (ABI) application. Meet with job-alike user groups to establish, update, and/or revise codes, etc. Provide ongoing training for County users. Set up annual calendar table and assist sites in creating subsequent years’ tables and/or rolling over tables from one year to the next.

MINIMUM JOB REQUIREMENTS:

Associate’s degree preferred with additional training and knowledge in data processing or related field and at least 3 years of experience that is directly related to the duties and responsibilities specified.

KNOWLEDGE OF:

Data processing terms, practices and procedures. Filing and standard office equipment operation and computer software for Student Information System, MS SQL, Excel (intermediate/advanced level), Microsoft Access, and Eagle software (AERIES). District and State procedures and school operations related to testing programs, student attendance, enrollment accounting, and storage of student data. Sources of information to obtain accurate data including manuals, computer printouts and reports. Organizational, functions, rules and procedures, and programs of student information system. Checking reports, records and other data for accuracy, completeness and compliance with established procedures. Correct English
usage, spelling, grammar and punctuation. Telephone communication techniques in providing information to the public.

ABILITY TO:

Utilize various applications including MS SQL databases, word processing and spread sheets. Compile and manage large databases. Think logically to understand computer and software operating procedures. Conduct in-services on data input and AIERIES use. Communicate effectively with staff, public and coworkers. Establish and maintain effective work relationships with those contacted during the course of work. Promote team building and a positive work environment. Adapt easily to work assignments, additional priorities and new procedures. Prioritize and identify needs and solve problems independently as appropriate. Suggest procedural improvements to supervisor as appropriate. Skillfully handle difficult situations using good judgment.

WORKING CONDITIONS AND PHYSICAL EFFORT:

Physical Abilities: Position involves light to medium work including walking, standing, stooping, carrying and lifting of medium to heavy weight materials (up to 50 lbs.) and work in small or confined spaces. Requires visual acuity and depth perception, strong arm, hand and finger dexterity and hand, eye coordination. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

LICENSES AND CERTIFICATES:

Valid California driver’s license.

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03/19/12