

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: District Student Information Specialist

Job Purpose Statement/s: The position of District Student Information Specialist is to provide technical and training support to the schools and district data information systems and conduct staff training on district software applications. Administration, training, and maintenance of the student information system, and coordination of California School Information Services (CSIS) programs will be provided for retrieval and collection of demographics data for district, county, and state systems.

Essential Job Functions:

- Performs administrative tasks for student information system and CSIS programs.
- Provides technical support for student information system and CSIS implementation and maintenance.
- Conducts ongoing training for personnel directly responsible for attendance accounting and reporting to ensure accuracy and accountability in attendance reporting.
- Conducts ongoing training for personnel directly responsible for student information system and CSIS database management to ensure accuracy of data entry.
- Coordinates and/or conducts ongoing training in technology standards to increase staff efficiency and effectiveness for the purpose of teaching computer operations and software applications.
- Assists with implementation of technology-based processes to meet district/site student-related data collection needs to increase workflow efficiency.

Other Job Functions:

- Responds to inquiries to provide information and/or direction as required.
- Attends appropriate workshops/conferences for the purpose of ongoing training.
- Attends meetings for the purpose of conveying and/or gathering information required.
- Performs other job related duties as may be assigned.

Job Requirements - Qualifications:

Education and Experience Requirements:

- High School diploma or equivalent.
- Previous school site or district level attendance accounting experience required.

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Skills, Knowledge, Abilities and/or Physical Requirements:

- Skills to operate standard office equipment including use of computer applications to enhance essential job functions; communicate clearly and effectively; use English both in written and verbal form; use correct spelling, grammar and punctuation; perform basic arithmetic calculations
- Knowledge of standard office equipment; computer applications to complete essential job functions.
- Abilities to sit for prolonged periods; work under minimal supervision accurately and with attention to detail; understand and carry out oral and written instruction; interact positively with person of different age groups and cultural backgrounds; learn new procedures; prioritize and appropriately schedule workload or tasks to meet established timelines; work independently. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.

Reports To: Assistant Superintendent of Business Services and/or other designated administrator/coordinator

Work Year: 12 months

Salary Placement: CSEA Salary Schedule Range 16.5

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Negotiated Agreement.

Board Approved: August 22, 2000