Davis Joint Unified School District	**Position Description**
Student Information Systems/Database Analyst II	Salary: 42

Summary

Under general direction of the Director of Technological Support; plans, directs and manages the student information management system; holds primary responsibility for submissions, maintenance and reporting in the California Longitudinal Pupil Achievement Data System (CALPADS); the development and implementation of district-wide computer based information systems; training, planning and coordination of all aspects of student information systems; a wide variety of project implementation, system installation, and coordination of information system projects; provides leadership and direction in technology information systems planning; acquisitions for the system and application development. Provides daily direction for and collaborates with Student Information Systems/Database Analyst I to assist with state reporting, training, planning and coordination of all aspects of student information system and perform related duties as assigned.

Essential Functions

- Integrates local student testing into the system including many specialized tests.
- Prepares and submits files to the state for state required testing, and integrates test results into the student information systems so data can be analyzed and used by school district staff.
- Sets up information annually as required by state in the California School Information Services system so that individual student information can be tracked from one district to another and each student in the state has a unique student identification number.
- Leads the processes to prepare submission information for California Based Education Data System (CBEDS), California Longitudinal Pupil Achievement Data System (CALPADS) and other state reports.
- Integrates special education information into the student information systems and provides the information to the county and state in different formats for required reports.
- Maintains, troubleshoots and problem solves all web-based grading, attendance systems, Students Information Systems, Databases, and other relevant systems for staff, parent and student use.
- Maintains integrated electronic gradebooks and report cards for teachers.
- Provides training for teachers, administrators and clerical staff on a regular basis.
- Maintains security of confidential student and staff information.
- Create and run queries on the student information system and other related databases or programs.
- Ensures user maintenance and implementation of the database and other data processing systems.
- Carries out calculations of complex nature and interpret results for use by District staff, and develops charts and graphics for data presentations.

- Determines the data base fields of information, development of programs, troubleshooting of data input and output, and training of users.
- Analyzes problems with database applications through consultation with users.
- Determines and implements appropriate corrective action.
- Develops and implements program designs for database administration from conception and design to implementation phase.
- Develop modifications or enhancements to existing database structures and programs to meet user needs or system design changes.
- Develop and modify internal data processing standards and procedures.
- Develop training material and provide staff development to users.
- Prepares documentation for new programs and changes to existing systems in accordance with established standards and procedures.
- Implementation, maintenance and problem solving for District testing programs and Student Information Systems.
- Communicate with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned to support the mission of the position.

QUALIFICATIONS

Demonstrated Knowledge of:

- California Student Information Systems (SIS), requirements and best practices for the maintenance of Student Information Systems.
- Planning, organization, and operation of a Student Information System in a school district.
- General database analysis and troubleshooting processes.
- Computers, spreadsheets, word processing and related software programs and hardware systems.
- Management, planning, prioritizing and organizing student information system projects.
- Data collection, analytical methods, and procedures.
- Report writing and record-keeping techniques.
- Effective communication techniques.

Demonstrated Ability to:

- Analyze situations and develop appropriate recommendations.
- Manage plan, prioritize and organize Student Information System projects.
- Prepare documentation for new programs and changes to existing systems in accordance with established standards and procedures.
- Read, understand, interpret, develop, and implement student information system processes and procedures.
- Carryout calculations of complex nature and interpret results

- Work collaboratively with advisory groups/information system users in establishing District information system goals/objectives.
- Develop procedures to ensure smooth operation of information systems.
- Prepare detailed oral and written reports.
- Establish and maintain cooperative and effective working relationships.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures

- **Physical Abilities**

Requires sufficient arm, hand, finger dexterity to operate keyboard and other peripheral computer equipment. Requires acuity to read words and numbers, and to speak and hear to communicate in person or over the phone.

- **Education and Experience**

- Any combination of education and experience equivalent to four years post-secondary education.
- Preferred experience at a technical level in California public school information system.
- A bachelor degree is desirable.

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