

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Student Data Systems Manager	CLASSIFICATION: Classified (SEIU)
REPORTS TO: Director of Information Technology	RANGE: 350
WORK YEAR: 12 Months	CLASS: Information Technology
BOARD APPROVAL: 1/14/16	
BOARD REVISION:	

PRIMARY FUNCTION: Under general supervision, to manage all aspects of the District's information systems, oversee data, train staff in software use and other procedures, and confer with school site, District, and county administrators to maintain sound data reporting; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by maintaining databases which allow educators to track class-wide and individual performance on educational standards, monitor graduation readiness indicators, and build accountability systems that prepare students for success in the post-secondary world.

SUPERVISION OVER: Not Applicable

ESSENTIAL DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Plans, organizes, and monitors the District's student information systems.
- Responds to Technology Requests pertaining to the District's information systems quickly and efficiently.
- Assists District employees by addressing a variety of data systems needs both remotely and on-site.
- Designs and implements solutions to changing District, county, state, and federal information management and reporting requirements.
- Prepares accurate District, county, state, and federal reports.
- Writes reports, business correspondence, and procedure manuals.
- Upgrades District data systems technology infrastructure (i.e. attends Aeries trainings, applies Aeries/ABI/Homelink updates, etc.).
- Maintains student data system (SDS) integrity through maintenance and execution of best practices including upgrades and data processing as necessary.
- Performs backup procedures as required on SDS.
- Assists sties and departments in day to day interactions with SDS.
- Performs data extracts and imports pertaining to SDS.
- Maintains current documentation and control procedures.
- Communicates with various management personnel, District staff, and outside entities to coordinate activities, exchange information, and resolve issues and concerns.
- Schedules work so as to minimize interruptions to staff productivity and student learning.
- Maintains current knowledge of technological advances and industry trends.
- Assists with District-wide implementation of state and federal student testing.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.

- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent.
- Associate Degree or a minimum of 60 units from a WASC accredited college or university.
- Degree in computer or information systems related field desirable.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver's License, insurable status by the District's carrier, and access to a personal vehicle.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- Computers and related hardware operation principles for both Macintosh and PCs.
- Internet, Windows networks, computer peripherals, and supporting software.
- Data processing methods, systems, equipment, and applications, including utilization of on-line, network environments and connectivity equipment.
- Use and management of Aeries including Aeries CS, Aeries queries, Aeries.net, ABI, and Parent Portal.
- Common desktop software applications including Microsoft Office and Adobe Acrobat.
- District, county, state, and federal information management and reporting requirements.

ABILITY TO*:

- Manage information systems, databases, write queries, and design automated reports.
- Local Area Networks (LANs), equipment, and supporting software.
- General knowledge of LAN security concepts and practice.
- Relational database management.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Present information and respond to questions from groups of administrators, staff members, parents, and the general public.
- Deal tactfully and courteously with users in training and technical assistance environments.
- Explain and interpret data queries and reports to District staff.
- Maintain current knowledge of technological advances in the field.
- Analyze, interpret and report problems.
- Prioritize and schedule work.
- Maintain confidentiality of privileged information obtained in the course of work.
- Complete work with attention to detail, accuracy, and completion in accordance with deadlines.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

** Candidates should have a comprehensive knowledge of these concepts, practices, and procedures and the ability to use them in complex, difficult, and/or new situations.*

WORKING CONDITIONS:

PHYSICAL DEMANDS (*With or without the use of aids*)*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize equipment, technology, etc.
- Work is performed while positioning self to access files and supplies.
- May require traveling in a vehicle to job assignments.
- Work is performed while moving supplies weighing up to 30 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; in vehicle traveling to job assignments; outdoor environment on campus in variable weather conditions.