



ALVORD UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT JOB DESCRIPTION

DIRECTOR II, RESEARCH AND EVALUATION

(Classified Management Salary Range - 12 plus benefits)

DEFINITION:

The Director II, Research and Evaluation manages the district's Student Information System (Aeries) and coordinates all aspects of information storage and retrieval as required. This position is responsible for State and Federal mandated information systems such as but not limited to the California Longitudinal Pupil Achievement Data System (CALPADS), Direct Certification, Unduplicated Pupil Count (UPC) Identification, Eligibility in the Local Context (ELC) transcript submission and Cal-PASS. Direct and oversee research and evaluation of district programs. The Director II, Research and Evaluation may be required to participate in other areas of technical support including development and maintenance of web-based applications and systems.

WORK YEAR: 12 months

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Assess training needs; develop, implement and maintain student information systems training activities and materials; conduct training sessions; organize user meetings.
2. Manage the functions and activities of the Student Information Systems helpdesk.
3. Coordinates technical support to district, school and department staff.
4. Collect data, assisting in the analysis and interpretation of data, and reporting data to the Superintendent, Governing Board, and others as so directed.
5. Establish and implement uniform data collection processes based on database capabilities and reporting requirements; supervise the use of a variety of fields in student information systems to maintain a high level of data accuracy, efficiency and accessibility.
6. Maximizes the use of information level by pursuing systems to enable sites to work with their own data for increased effectiveness.
7. Supervises the preparation and maintenance of a variety of complex student data records and reports; distribute to state and federal agencies and school districts as appropriate.
8. Assist districts with collecting, compiling, validating, and analyzing data for a wide variety of narrative, graphic, and statistical reports and applications.
9. Serve as a liaison between the districts and the State on matters related to student information.
10. Coordinate and oversee the annual CSIS/CBEDS data collection and submission process; organize CALPADS/vendor training.

11. Research, analyze and interpret applicable legal codes, rulings, and student reporting requirements; maintain current knowledge of applicable regulations; serve on committees to stay current regarding upcoming proposals and changes.
12. Maintains the Student Information System, including, but not limited to, enrollment and attendance data, grades, health, and emergency information, and reviewing the system capabilities to meet increasing expectations and expansion of data.
13. Attend a variety of staff, management and committee meetings; prepare and deliver presentations to a variety of audiences.
14. Coordinates the maintenance and support of the student information system including weekly updates.
15. Oversees the creation and distribution of queries for end users.
16. Supervises establishment, enforcement, and maintenance of security standards of student information systems.
17. Coordinates and oversees all administrative functions for student information system.
18. Supervises and Insures alignment of all student data to California Department of Education and District standards and requirements.
19. Supervise data transformation and import/export between student information system and State and Federal systems.
20. Analyze operational and software problems and coordinate resolutions.
21. Supervises the set-up of summer session and intervention database each year.
22. Coordinates annual student information system annual rollover to create database for next school year.
23. Maintain focus on equity and cultural proficiency in all programs and activities.
24. Recommends and assists in implementing staff development activities to address student academic improvement areas.
25. Maintains and analyzes student data and relating the data to curriculum and instruction and retention and promotion as part of the standards-based accountability.
26. Perform related duties as assigned that support the overall objective of the position.
27. Coordinate and provide data for Consolidated Application through the Consolidated Application Reporting System (CARS).
28. Coordinate data collection for the submission of United States Department of Education Civil Rights Data Collection (CRDC).
29. Coordinate data collection for School Accountability Report Card (SARC).
30. Manage the functions and activities of District Communication platform through Aeries Communication (Parent Square Communication).
31. Ensure full functionality of Google integration with local student information system (Aeries).
32. Oversees data submission for the Cal-Grant GPA through California Student Aid Commission (CSAC).
33. Analyze and support with data submission for U.S. Equal Employment Opportunity Commission (EEO).
34. Manage the functionality of Electronic Student Score Report (SSR) within Test Operations Management System (TOMS) and local student information system (Aeries).
35. Analyze and ensure alignment of courses on the University of California A-G Course Management Portal (UC CMP) and local student information system (Aeries).

36. Responsible for the data submission and distribution of student transcript to University of California Transcript Evaluation Services (UC TES).
37. Supervise data integration and reports for California Colleges (CCGI) and local student information system (Aeries).

MINIMUM QUALIFICATIONS:

The position requires the following:

Knowledge, Skills, and Abilities:

- Knowledge of school information systems and data management.
- Knowledge of laws, regulations and policies related to student data and reporting.
- Knowledge of terminology, methods, and techniques of administration, design, research and user testing of automated computer systems.
- Knowledge of operation of standard computers and other technology.
- Knowledge of school and school district organization.
- Knowledge of principles and practices of supervision and training. Current technology, software applications, office practices and record keeping.
- Knowledge of database management, client-server applications (SQL), and student information system software (currently Aeries).
- Knowledge of state reporting mandates and timelines.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to understand and follow oral and written directions.
- Ability to perform complex clerical work which includes auditing, checking, monitoring and correcting data.
- Ability to plan, organize and control assigned projects.
- Ability to work independently with little direction.
- Ability to perform duties effectively with many demands on time and constant interruptions.
- Ability to organize and coordinate the flow of work within a unit.
- Ability to read, analyze, apply and explain applicable laws, rules, regulations, policies and procedures.
- Ability to make decisions in accordance with laws, regulations, and established administrative procedures.
- Ability to assess student information system user needs and convey needs to appropriate staff
- Ability to perform complex research, testing and training.
- Ability to prepare comprehensive training documentation on system operation and application.
- Ability to analyze, develop and recommend system specifications.
- Ability to analyze and make innovative recommendations to meet client needs.
- Ability to work under the pressure of deadlines.
- Ability to establish and maintain cooperative working relationships with others.
- Ability to prepare clear concise reports and make recommendations.

- Ability to speak effectively and make presentations before a variety of groups and present technical concepts, clearly and concisely, both orally and in writing.

Education & Experience:

Any combination equivalent to: a bachelor's degree in business, technology, information management or related field, and four years of professional-level student information system experience, including experience in a supervisory capacity. School administrative experience in student services and master schedule planning is preferred.

Other: Must possess a valid California Driver's License during the course of employment. Must be insurable at standard rates and maintain such insurability during the course of employment. Bilingual/Spanish, desirable.

WORKING CONDITIONS

Environment

- Office and outside work setting
- Subject to frequent interruptions and daily contact with District staff
- Frequent driving to various sites, training facilities, and/or other locations as needed

Physical Abilities

- Hearing and speaking to exchange information and make presentations
- Visual ability to read, prepare/process documents and small figures
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting, walking and standing for extended periods of time
- Occasional carrying, pushing, pulling or lifting up to 25 pounds
- Occasional bending at the waist and stooping
- Occasional reaching overhead, above the shoulders and horizontally

Hazards

- Some exposure to toxic materials
- Occasional contact with distraught students, parents and members of the public