

REDLANDS UNIFIED SCHOOL DISTRICT
NEW
JOB DESCRIPTION

TITLE Coordinator, Instructional Technology & Student Data Systems

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Credential

EDUCATION: Required M.A. or M.S.

EXPERIENCE: Required Minimum of three years teaching and administrative service

Desired Five or more years of teaching and administrative experience; demonstrated experience with Master Scheduling, instructional technology, database administration and maintenance support; programming experience; experience working with Aeries and Structured Query Language (SQL).

PERSONAL QUALIFICATIONS: Character, personality, and proper social ability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the general direction of the supervisor, the Coordinator, Instructional Technology & Student Data Systems is responsible for the operation of the District's student information system and the data therein. This position will provide technical support to Aeries users and generate student information data for local, state and federal reporting. This position will manage and supervise the planning, preparation, and submission of data to (CALPADS) for the purposes of state and federal reporting. In addition, under the general direction of the Director, Instructional Technology & Accountability, the Coordinator will assist in the expansion and development of the District's technology and digital learning environment.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Coordinator, Instructional Technology & Student Data Systems' job performance will be as follows:

1. The District's strategic plan for technology and digital learning will be effectively supported.
2. The integration of technology into the instructional program will be effectively supported.
3. New technology applications, and best practices and supports will be supported, thus eliminating the status quo.
4. Staying current with research findings and forecasts related to the effective use of technology in the educational program will be accomplished.
5. The student information system will be effectively supported, maintained, coordinated, and managed.

6. User and user group rights for the student information system will be effectively set up and maintained.
7. The online modules, such as Aeries.net, parent portal, and teacher portal will be supported and maintained.
8. Guidelines and procedures will be effectively developed and maintained for site Aeries users to ensure that data entries are standardized throughout the District.
9. Management and supervision of the planning, preparation and submission of data for California Longitudinal Pupil Achievement Data System (CALPADS) will be effectively performed.
10. In collaboration with the Data Center, accuracy of federal and state reporting will be ensured.
11. The yearly testing calendar will be efficiently prepared and all State, Federal and District testing/assessment activities will be effectively coordinated.
12. System Query statements useful to site and district personnel will be effectively established, maintained and revised.
13. Databases will be effectively updated, backed up, compacted and repaired on a regular basis; and the Student Information System will be appropriately customized as needed.
14. The data transformation and import/export between the Student Information System and secondary data systems will be effectively managed and supervised.
15. The design and development of reports and data collection to meet the needs of users, governmental agencies and outside agencies will be effectively managed and supervised.
16. Database will be monitored for data accuracy and integrity.
17. Student attendance, enrollment and achievement data will be organized, compiled, and summarized; and required reports will be prepared.
18. Knowledge of current state and governmental agency reporting requirements will be maintained.
19. User training will be provided, which may require travel to and from school sites in support of related duties.
20. Confidentiality of sensitive employee and student information will be maintained.
21. Capably serve as liaison between the District and all vendors associated with the student data processing system.
22. A data management system designed to provide timely, accurate and usable information on student achievement will be effectively organized, utilized, and maintained.
23. Demographic reports will be competently prepared as necessary.
24. The secondary master scheduling process will be supervised and coordinated with effective support provided to student database technicians.
25. Follow-up studies of District graduates will be capably organized and coordinated.

26. The effective maintenance and dissemination of permanent pupil records will be coordinated and supervised.
27. Oversight will be effectively provided to ensure that school site web pages are properly maintained and updated in a timely manner, in accordance with District expectations.
28. Oversight to ensure that the provision of data from programs such as Aeries, CBEDS, CSIS, CALPADS, CALTIDES and OPUS is accurate; and that deadlines are met will be effectively rendered.
29. Annual objectives will be developed and met as deemed appropriate by the supervisor.
30. Other duties assigned by the supervisor will be effectively accomplished.