VISTA UNIFIED SCHOOL DISTRICT

SCHOOL SITE DATA COORDINATOR

Purpose Statement

The purpose of a School Site Data Coordinator is to maintain student information database systems for assigned site(s) or department; serve as a resource for users of student information systems; analyze issues related to student information systems and related software; assist users with data integrity and reporting.

This job reports to an assigned administrator.

Essential Functions

- Assesses work order requests for the purpose of determining and implementing solutions.
- Assists administration and counselors in the development and implementation of the school master schedule for the purpose of providing assistance with administrative functions and assisting in the achievement of department school, program, and district goals.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, providing support for assigned services, and providing information.
- Communicates with administrators, staff, and vendors for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Compiles data from a variety of sources for the purpose of ensuring compliance with established policies, procedures, and federal and state guidelines.
- Designs a variety of queries and reporting options for the purpose of responding to requests for specific data and developing new reports.
- Greets and assists individuals (e.g., visitors, parents, students, vendors, staff, teachers, etc.) for the purpose of responding to inquiries, maintaining a secure office environment, and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains student information system (e.g., inputs data such as student record updates, assessment records, attendance, scheduling, grades, transcripts, test scores, etc.) for the purpose of ensuring accuracy of student data.
- Maintains a variety of manual and electronic documents, files, and records (e.g., student information, grades, transcripts, court documents, work orders, course information, enrollment, attendance, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Performs general clerical functions (e.g., answers telephones, schedules meetings and appointments, files, copies, faxes, scans, etc.) for the purpose of supporting departmental activities in a timely and efficient manner.
- Prepares a variety of manual and electronic documents, files, reports, and records (e.g., correspondence, reports, documentation, training materials, course information, student information, enrollment, attendance, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established administrative requirements.
- Provides end user support and training on functions and operating requirements of district supported software applications and peripheral equipment for the purpose of providing ongoing support and maximizing the capabilities of district staff.
● Responds to a variety of inquiries regarding district supported software for the purpose of providing information, recommending or implementing a plan of action, and/or resolving issues.

● Supports assigned projects and programs for the purpose of ensuring security and functionality of district supported software.

**Other Functions**

● Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- classifying data and information;
- developing ad-hoc reports;
- operating standard office equipment including using pertinent software applications and office technology;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- database query language;
- data entry techniques;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- modern and emerging technology;
- modern office practices and procedures;
- office equipment and technology;
- recordkeeping and record retention practices;
- relational databases;
- principles, practices, and methods of data security;
- principles, practices, and methods of documentation;
- school safety practices and procedures.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is
moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- interacting with the public;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- planning and organizing work;
- preparing accurate records;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Graduation from high school or equivalent and two years of experience maintaining databases. Experience maintaining student databases is highly desirable.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.
Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status | Approval Date | Salary Grade
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Non-Exempt | Revised: 09/12/2006 | Revised: 11/12/2019 | Classified, Range 49

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