Student Services and Data Systems Coordinator   Classified Management-Exempt

Job Summary
Under the direction of the Director of Categorical Programs this position is responsible for the accurate collection and reporting of all student information and data. This position provides support for school site level data management and maintains the District Student Information System (SIS), CALPADS reporting and all data interfaces with the SIS. Duties also include student attendance reporting and coordinating District School Attendance Review Board reporting, Working with school sites in creating effective practices to address chronic absenteeism and truancy. Serves the Foster & Homeless Youth Services Liaison for the District.

Qualifications
 Required:
- High School diploma or equivalent
- Two-Year degree or higher or minimum of five (5) years of clerical and accounting experience
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by employer's insurance carrier at all times while employed by CUSD.   This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

Desirable:
- Previous experience in a public school system in attendance
- Previous experience in CALPADS reporting system

Knowledge and Ability
1. Knowledge in correct English, spelling, grammar, and punctuation
2. Knowledge in office methods, practices, and procedures
3. Ability to prepare memoranda, letters, reports, handbooks, compile a variety of complex and technical attendance information and other statistical data
4. Ability to perform accurate accounting and clerical work requiring independent judgment, speed and accuracy
5. Ability to learn and apply applicable procedures, rules, and regulations
6. Ability to greet and screen visitors, schedule meetings, and maintain calendar
7. Knowledge in coding and preparing attendance information
8. Knowledge of various office equipment, including computers and supporting word processing and spreadsheet applications including Microsoft programs. (Word, Excel, etc.)
9. Knowledge to create scripts and/or queries and batch files to automate data management processes; transform data using scripts and advanced query processes to convert and merge data from one data system to another;
10. Ability to Communicate and interact effectively to provide user support to all levels of end users and administrative staff

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:
1. Serves as the Supervisor of Attendance for the District as required by Ed Code and the District Attendance Data Analyst related to SIS "Student Information System"
2. Promotes positive attendance programs for increasing attendance at all sties
3. Raise the awareness of school personnel, parents, guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism, truancy, and other challenges associated with poor attendance
4. Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates.
5. Serves as SARB Officer for District and recruits Members of the SARB Board and communicates meeting & trainings.
6. Supervises and evaluates the District Parent Liaison
7. Coordinate with Parent Liaison to hold monthly SARB meetings, maintaining applicable records, logs or documentation related to SARB and manages Migrant data recording and reporting.
8. Works cooperatively with County SARB Director
9. Works cooperatively with District staff to provide technical support for problem analysis and resolution involving application software for the student information data system, as well as training of site staff on attendance software and applications and documentation procedures for supplemental attendance programs (Summer school, Home Hospital, Saturday School, etc.)
10. Coordinates with local site attendance personnel in the completion of all required reports within designated timelines related to student attendance.

11. Develops knowledge of District procedures, rules and practices, as well as knowledge of daily school routines and events related to school data.
12. Prepare J 18/19 Reports of student attendance and enrollment
13. Prepare Class Size Reduction Report
14. Establish, update and maintain student annual minutes
15. Cumulative record keeper for student records/cumulative
16. Prepare statistical data for management and board, including data dashboards.
17. Prepare State Preschool attendance and fiscal data reports.
18. Acts as the CALPADS Administrator coordinating CALPADS and other data collections as assigned, including attending trainings, webinars and communications with other school districts and stakeholders
19. Manages, plans and coordinates District compliance with mandated electronic state, federal and other reporting systems, including the California Longitudinal Pupil Achievement Data System (CALPADS) and California Longitudinal Teacher Education Data System (CALTIDES) including interface of Human Resources and student test score data with existing SIS other data collections as assigned
20. Coordinates CALPADS certification responsibilities with various Corcoran Unified School District staff
21. Coordinates with Special Education department data submission with SEIS and CALPADS.
22. Serves as the Foster Youth and Homeless Youth Liaison for the District
23. Organizes, oversee, and monitors, activities for a variety of Foster/Homeless Youth Services projects.
24. Coordinate Foster Student Data with the Foster Focus program
25. Attend a variety of meetings, conferences, seminars, and workshops to increase awareness of homeless education and foster youth resources, programs, activities, and materials.
26. Performs other duties as assigned that support the overall objective of the position/site/district.

Physical Requirements of this position are, but not limited to, the following:
1. Mental acuity to interpret and follow rules relating to the position, makes decisions using sound judgment, and evaluates results.
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter.
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone.
7. Physical ability to lift, bend, stoop, and to reach overhead.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.