

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CALPADS COORDINATOR AND DATA SPECIALIST

BASIC FUNCTION:

Under the direction of the Technology Services Programming Manager, plan, coordinate and implement California Longitudinal Pupil Achievement Data System (CALPADS) and other state and federal reporting systems. Perform a variety of duties to facilitate accurate reporting, and to ensure adherence to reporting timelines for state and federal mandated electronic data collections for Elk Grove Unified School District (District).

ESSENTIAL FUNCTIONS:

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 other data collections as assigned

Represents the District as the coordinator for CALPADS and other data collections as assigned, including attending trainings, webinars and communications with other school districts and stakeholders

Represents the District as a primary contact for the California Department of Education (CDE) on issues related to CALPADS and other mandated electronic reporting systems as assigned

Works with internal and external stakeholders to design, develop and submit reports and data files for the purpose of meeting reporting timelines

Submits, analyzes and troubleshoots various reporting requirements as required and reconciles reporting issues between internal and external stakeholders

Coordinates the review of data and data corrections, acting as liaison between internal and external stakeholders to assure compliance with state, federal and other requirements

Manages data requests and reports related to ensuring accurate reporting of all assigned data collections

Coordinates CALPADS certification responsibilities with various Elk Grove Unified School District staff

Advises upper management and other stakeholders of operational processes necessary for accurate reporting of assigned data collections

Gathers, documents and manages existing, changing and emerging data requirements for all assigned data collections in order to remain compliant

Monitors relevant District information systems for changing and emerging data requirements, and coordinates all enhancements of these information systems to ensure quality control of data items for all assigned data collections

Aligns District information systems' data collections with those of reporting agencies, including the California Department of Education, to ensure compliance with relevant data collection standards, processes and requirements

Reviews and evaluates District procedures, schedules, and system controls to ensure mandated reporting accuracy and efficiency

Maintains knowledge of relevant mandated reporting requirements; reviews and revises District policies and procedures to ensure District compliance with state, federal and other requirements

Provides relevant mandated reporting training to District staff to ensure accurate reporting for all assigned data collections

Plans, organizes and promotes teamwork between various District staff to ensure mandated reporting deadlines are met and data collections are accurate

Provides technical assistance to various District staff regarding CALPADS and other mandated reporting requirements

Monitors, maintains and updates the Elk Grove Unified School District data within CALPADS and associated information systems and databases as required

Assists in completing requirements for various mandated data collection deliverables as assigned

Communicates regularly with District stakeholders regarding all assigned mandated reporting timelines and requirements

Occasionally provides secondary support for the District's Student Information System (SIS) as needed

Supports other Technology Services department projects as assigned

Performs other duties as assigned

KNOWLEDGE OF:

K-12 student information system operations.

California state, federal and other K-12 related mandated reporting agencies,

Windows Operating System and Windows Explorer file folder navigation,

Current office software and tools such as Microsoft Word and Excel, Adobe Acrobat, Google Docs and web browsers,

Report Writer tools such as Crystal Reports,

Modern office practices, procedures and equipment,

Correct English usage, grammar, spelling, punctuation and vocabulary,

Laws, rules and regulations related to assigned activities,

Interpersonal skills using tact, patience and courtesy,

Telephone techniques and etiquette.

ABILITY TO:

Communicate effectively both orally and in writing,

Establish and maintain cooperative and effective working relationships with others,

Provide constructive input and feedback to improve processes,

Work independently with little direction, and as a member of a group,

Organize, prioritize and schedule work,

Research, analyze, design and develop processes and procedures,

Define and effectively communicate requirements and convey information in non-technical terms,

Read and make use of technical information in print and electronic form,

Assemble, organize and prepare data for records, files and reports,

Analyze, troubleshoot and resolve data problems quickly and accurately,

Answer telephones and greet the public courteously,

Maintain consistent, punctual and regular attendance,

Hear and speak to exchange information in person or on the telephone,

Sit for extended periods of time,

See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree and one year of experience in a related field; graduation from high school and two years of experience in a related field.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment