Tulare County Office of Education
JOB DESCRIPTION **Job Title:** *Student Information Systems Specialist - Special Services (2543)*

Job Summary:
The job of Student Information Systems Specialist - Special Services was established for the purpose/s of planning, organizing and coordinating the activities of student information systems county-wide; maintaining database software and documentation; providing training and technical support to SELPA, county office and school district employees regarding student database applications; and providing student data and information to the Special Education Local Plan Area (SELPA).

Essential Functions:
- Assists in the organization and management of student records related to registration, enrollment, attendance, scheduling and grades of students for decision-making and in the daily operation of departments.
- Compiles and prepares a variety of record extracts, labels and reports related to the student information systems data to be sent to the federal government, state, district and other outside agencies or departments within the school.
- Provides one-on-one or group training to school staff on the student information systems, as their job position requires, including any other software application that may be used in conjunction with the student information systems.
- Develops/Maintains/Implements the record keeping and reporting data base systems for the SELPA and trains other users to effectively utilize the systems.
- Troubleshoots various technical issues related to the student information systems via phone, email or in person.
- Analyzes data collection problems for the purpose of developing solutions and making effective decisions and corrections.
- Assigns school and district identification numbers for the purpose of entering student placement information on database applications.
- Assists with the preparation of data for the purpose of developing special reports using student database applications and other technical data.
- Attends state-wide conferences, in-services, committees and local SELPA directors of special education meetings, as needed, for the purpose of keeping staff and directors informed of current state and federal requirements for California Special Education Management Information System (CASEMIS) data collection.
- Develops/Presents workshops/seminars for SELPA, county office and school district personnel for the purpose of implementing student databases.
- Disseminates information/reports for the purpose of providing district/TCOE staff with student data statistics as requested and on a monthly basis.
- Facilitates the submission of the SELPA Personnel Data report to the state for the purpose of reporting the number and status of credentialed/not fully-credentialed teachers and staff for each district with SELPA totals.
- Implements changes according to state reporting requirements for the purpose of maintaining current and useable student information.
- Provides student data for the purpose of responding to requests from schools and school districts.
- Provides technical assistance to schools and school districts for the purpose of accessing the student database applications.
- Travels to districts within SELPA and state meetings for the purpose of monitoring data input into the student database applications and training staff to effectively use the databases.
- Verifies student information for the purpose of eliminating duplicates reported to the state.
- Verifies/Corrects/Submits special education student data for the purpose of reporting to the state.
- Develops forms, manuals and training materials for data systems, reports, and required forms.
- Researches special education regulations and analyzes data for compliance with special education rules, regulations and standards.
- Assists district personnel in compliance with Individual Education Plans, behavior plans, and assessment plans.
- Handles confidential data, files, records and information judiciously, ensuring complete security.
- Acts as the reporting agent for special education data for those districts without personnel to perform such tasks.

Skills, Knowledge and/or Abilities Required:
- **Skills to:**
  - troubleshoot and correct computer software problems;
  - provide instruction on the use of computer software and state student information requirements;
  - assist others;
  - evaluate Annual Performance Measures for the school districts and TCOE special education programs;
  - perform cross-transferring of information from various database/spreadsheet types to analyze data before submission to the state;
  - format SELPA forms on the Internet and hard copy;
  - communicate effectively both orally and in writing;
  - establish and maintain cooperative working relations with others;
  - meet schedules and time lines;
  - adapt to periodic heavy workload;
- **Knowledge of:**
  - computers and their operations;
  - state requirements for student information systems including codes and software, special education terminology and program options/variables;
  - operation and function of computer programs including spreadsheets, desktop publishing and computer graphics;
  - techniques in research, evaluation and guidelines of Student Information Systems;
  - inter-agency relationships and effective methods of special education program information coordination;
- **Ability to:**
  - maintain student database systems county-wide;
  - prepare state reports;
  - answer questions as they relate to student placement within the student information systems and provide technical assistance for student information systems to district and county office staff;
  - attend state and local SELPA/Director of Special Education meetings as needed;
  - make presentations regarding student information systems and state reporting requirements;
  - facilitate cross-platform transferring of information to check students special education data before submitting to the state;
  - participate in staff development programs.

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Required:
- Five years of experience utilizing computer data bases for analysis with two years of clerical/computer systems experience involving student and education records.

Education Required:
- High school diploma or the equivalent.
- Associate’s degree preferred with a high level of proficiency in research, statistics, grammar and spelling.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:
- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt June 2014

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.