

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2020
RANGE: 62.0
CLASSIFIED OVERTIME EXEMPT
CODE: 6**

**CSIS CALIFORNIA DEPARTMENT OF EDUCATION
DATA REPORTING LIAISON
(California School Information Services)**

DEFINITION

The CSIS California Department of Education – Data Reporting Liaison, working under the direction of the CSIS Chief Operations Officer will provide interactive guidance between the CSIS staff and the California Department of Education (CDE) in the reporting and use of data from the California Longitudinal Data System (CALPADS).

EXAMPLES OF DUTIES

Establish and maintain effective relationships with CDE and FCMAT/CSIS managers and act as a liaison to CDE for CALPADS data reporting activities;

establish and maintain effective relationships with CDE and FCMAT/CSIS and EdSource on activities related to the Ed-Data partnership;

provide systems analysis for database needs;

design logical and physical data structures;

capture and maintain ongoing CALPADS, DataQuest and Ed-Data data reporting requirements;

translate business needs into requirements and organize/present documentation in a manner that helps resolve outstanding questions and elicit additional requirements;

assess LEA and stakeholders data reporting needs for information from CALPADS;

develop strategies for visualizing and reporting CALPADS data on DataQuest and Ed-Data, as well as using CALPADS data for accountability purposes;

coordinate the development of data files for publication on the CDE website for access by researchers, educators and other consumers of educational data;

respond to public requests for CALPADS data in a manner consistent with CDE direction and policy, including policies related to data security and privacy;

provide clarification on data reporting requirements and practices;

develop strategies for monitoring the quality of data in CALPADS and make recommendations to CDE and FCMAT/CSIS for new or modified validations in CALPADS or changes in local data management practices that will improve the accuracy of CALPADS data;

coordinate with FCMAT/CSIS and CDE staff on CALPADS communications to LEAs and student information system vendors;

serve as cooperative and contributing member of the FCMAT/CSIS team and the CDE CALPADS team.

QUALIFICATIONS

Knowledge of:

Demonstrated knowledge of California local education agency student and staff data collection practices;

an in-depth knowledge of CALPADS reporting requirements;

knowledge of the K-12 State assessments, as well as the California School Dashboard;

in-depth knowledge of DataQuest and Ed-Data;

demonstrated knowledge of relational or multi-dimensional database tools.

Ability to:

Proven ability to communicate effectively in public, in conference and in written materials;

proven interpersonal, group facilitations, leadership and technical skills consistent with the goals and objectives of CALPADS;

proven ability to work effectively on concurrent tasks, with multiple entities;

demonstrated ability to perform duties and responsibilities with a high degree of professional integrity.

Experience:

A minimum of five (5) years of experience in developing and implementing data policy, and managing the data requirements of complex data systems.

A minimum of three (3) years of experience with CALPADS data requirements, and a minimum of three (3) years of experience functioning as a program liaison with the California Department of Education or another state agency.

Experience working with large relational databases designed for both transaction processing and complex reporting.

Education:

Graduation from a four-year college or university required.

Master's degree preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of six months.

RT: rn

7/20/2020

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