

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2020
RANGE: 60.0
CLASSIFIED
CODE: None

CSIS IMPLEMENTATION SPECIALIST
(California School Information Services)

DEFINITION

Provide remote and on-site implementation management assistance to local education agencies (LEAs) for the CSIS Program and its multiple project awards;

conduct data management, technical and process readiness assessments;

develop sustainability strategies, processes and guidelines;

guide and assist local education resources in local implementations;

assist Chief Operations Officer and other Program managers in strategic and tactical planning based on project management, process and technical evaluations.

EXAMPLES OF DUTIES

Under the direction of the CSIS Director of LEA Projects, or the CSIS Special Projects Administrator, duties will include, but not be limited to:

assist in support of and service to local education agencies;

assist in support of and service to postsecondary education segments, and education research agencies;

assist LEA participants with development and implementation of CSIS contract deliverables;

assist CSIS Project Managers with technical assistance during on-sight evaluation and oversight activities, and quality assurance including assessment and verification on LEA completed deliverables;

assist CSIS Director of Client Services with LEA training development and strategy;

participate in the development of CSIS and LEA project plans;

coordinate and/or develop user documentation with the assistance of designated CSIS staff;

participate in CSIS Advisory Group (CAG) and Project Focus Groups activities as directed;

work as part of local implementation teams, providing guidance and assistance as mutually agreed by the local Superintendent (or other authorizing role) and the CSIS Chief Operations Officer;

assist Chief Operations Officer and CSIS managers with other duties as assigned.

QUALIFICATIONS

Knowledge of:

Considerable knowledge of local education agency systems and management operations, especially student information management, project management issues and concepts;

excellent written and verbal communications skills.

Ability to:

Proven ability to coordinate multiple project areas and entities;

work independently with organization and flexible teams;

build and manage constructive relationships with all stakeholders.

Experience:

Candidates should have a minimum of three (3) years in system implementation management, as well as experience in project and staff operations.

Experience in K-12 and/or postsecondary systems is highly desired.

Education:

Graduation from an accredited four-year college or university with a major in business, information technology or related field desired.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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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