

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED OCTOBER 2023
RANGE: 60.0
CLASSIFIED
CODE: None

CSIS IMPLEMENTATION SPECIALIST
(California School Information Services)

DEFINITION

Under general supervision, the CSIS Implementation Specialist is responsible for management assistance to local educational agencies (LEAs) with a focus on data management accountability and best practices.

EXAMPLES OF DUTIES

Conduct data management, technical and process readiness assessments using a capability matrix;

analyze and compile statewide information about local data practices and data management capacity;

assist the Chief Operations Officer and other CSIS managers in strategic and tactical planning based on data management, process, and technical evaluations;

develop sustainable data governance strategies, policies, and processes;

build local capacity by assessing local data quality efforts;

assist educational agencies in defining local roles and responsibilities to support timely, high-quality data;

develop sustainable strategies to improve timelines and accuracy of data;

assist educational agencies in capturing metadata about their data, for example, a data inventory that identifies information systems, privacy/security characteristics, data domains, data owners and stewards;

develop standards and planning templates and assist educational agencies with customizing them to ensure accountability for timely and accurate state reporting;

guide and assist LEA's with data management implementation, process, and technical change;

develop metrics to measure growth and report progress toward improving data capability;

develop resources for use by LEA's and provide professional development;

provide management assistance in support of and service to local education agency implementation teams;

assist education data partners, postsecondary education segments, and education research agencies;

in consultation with stakeholders, such as state agencies, local agencies, and software vendors, assist in the development, analysis, and implementation of data quality standards and processes;

build relationships with educational partners and work as an advocate to strengthen educational data culture in a variety of settings, for example, as a presenter at conferences, in workshops, educational leadership meetings, and other venues;

coordinate and develop multi-media data management resources, course materials, and programs tailored to adult learners;

deliver training;

assist with other duties as assigned.

QUALIFICATIONS

Knowledge of:

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

excellent written and verbal communications skills.

Ability to:

Engage in continuous learning and contribute to team efficiency and improvement;

conduct data, process, and technical analysis;

mentor LEA staff and perform effectively in group facilitation with technical skills consistent with CSIS Implementation Specialist functions;

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 and/or data management, as well as experience in project and staff operations.

Experience in TK-12 systems is highly desired.

Certified Data Management Professional (CDMP) preferred.

Education:

Graduation from an accredited four-year college or university 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.

CP: cp

10/9/2023

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