

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW/APPROVED SEPTEMBER 2022
RANGE: 51.0
CLASSIFIED
CODE: NONE**

STUDENT INFORMATION DATA SYSTEMS SPECIALIST - SELPA

DEFINITION

Under the direction of Executive Director - SELPA, coordinate with local education agencies within and outside the Special Education Local Plan Area (SELPA), to process, prepare, validate, submit, and present data in a timely and accurate manner. Complete data entry, data management and processing for data submission to the California Department of Education (CDE), California Longitudinal Pupil Achievement Data System (CALPADS), and other applications and support data analysis and data driven decision making.

EXAMPLES OF DUTIES

Review data from Local Educational Agencies (LEAs) to input and code data into assigned systems;

extract data to prepare and maintain a variety of records and files, provide information and data for reports;

enter and edit student data into automated systems and monitor program data to ensure data collection and reporting procedures meet mandated regulations, ensuring accuracy of the content;

identify and correct discrepancies in the data, and confer with technical and programming staff regarding system modifications and information needs;

compile a database of data entry errors to assist districts with efficient resolutions;

troubleshoot, research, and resolve errors, and then prepare, edit, and submit required state reports on behalf of SELPA member LEAs;

work with school districts to verify and maintain completeness, accuracy, and timeliness of data extracted and loaded from district's school information system into CALPADS;

provide training to SELPA member LEAs on the use of special education student data programs;

establish and maintain documentation, records, files, and logs relating to student enrollment, student services, system usage, reports, and other assigned functions;

plan, design, create and modify data and spreadsheets.

QUALIFICATIONS

Knowledge of:

Modern office practices, procedures, and equipment;

customer service techniques and excellent interpersonal skills;

record keeping and report preparation methods;

state requirements for special education pupil accounting system including codes, software, terminology, and program options/variables;

student information systems, such as Aeries, and the special education data systems, i.e. SIRAS;

data analysis concepts;

legal requirements regarding confidentiality of student and state records.

Ability to:

Maintain data integrity and prepare backup data files;

input data at an acceptable rate of speed;

collaboratively work with and effectively communicate with the district data teams, other departments, administrators, governmental agencies, and outside organizations;

attend state and regional meetings, conferences, and workshops representing the SELPA regarding special education student data to understand, communicate requirements, and gain new knowledge related to updates and regulations;

remain connected and aware of new or revised State and/or Federal regulations affecting student programs, procedures, and computer information systems;

assist in the preparation and revision of program manuals, documents, and related forms;

provide administrative and clerical support as needed;

handle confidential information and materials with complete security;

other duties as required within the scope of the job classification.

Experience:

Three (3) years working directly with special education data systems including work with state required forms and documents, at a school, district, or County Office of Education.

Education:

Equivalent to the completion of the twelfth grade.

Bachelor'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 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 has a probationary period of six months or 130 days, whichever is longer.

CP: mm

09/08/2022

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