

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Coordinator, Information Services | REPORTS: | Director, Assessment and Evaluation |
| DEPARTMENT: | Assessment | CLASSIFICATION: | Management |
| FLSA: | Exempt | WORK YEAR: | 226 |
| ISSUED: | 7/17/08 | SALARY: | Range 26 |

BASIC FUNCTION:

Under the direction of the Director of Assessment and Evaluation, the Coordinator Information Services, ensures that District student information systems and related data systems meet evolving District needs and state and federal data reporting requirements.

REPRESENTATIVE DUTIES:

The Coordinator, Information Services, manages a broad variety of data management projects, performing product research, supervising the implementation of new hardware and software, providing ongoing training and supporting district staff in using technology to enhance their productivity, accuracy and quality of service.

(E) = ESSENTIAL FUNCTIONS

Supervises assigned personnel.

Ensures compliance with state and federal guidelines for student data quality – serves as District liaison for state and federal education data programs. **(E)**

Continually assesses school site, department and District needs which can be met using the District’s student information system (SIS); ensures ongoing enhancement of the SIS to meet needs through effective communication with site staff and vendors, and through effective programming and user support services. **(E)**

Stays current regarding computer hardware, software and programming trends, standards and best practices. **(E)**

Develops, oversees and monitors ongoing staff training to ensure timely and effective use of the SIS and related programs and databases. **(E)**

Researches and evaluates computer software and hardware solutions and serves as information resources for staff. **(E)**

Ensures the provision of ongoing, high quality, timely computer services to support District staff. **(E)**

Works closely with Director of Technology and Director of Student Support Services to ensure that District practices, protocols, policies and procedures promote high quality data entry and management. **(E)**

Analyzes forms, records and processes and makes recommendations, where appropriate, to convert manual systems to automated systems. **(E)**

Manages additional projects and performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Education, Experience, Licenses, and other requirements:

- Education equivalent to a Bachelor’s degree with a major in Business Administration, Computer Science, or a related field. Experience may be substituted on a year-for-year basis, for up to two years of college or university course work.
- Four years of increasingly responsible data processing experience, two years of which must have been in a supervisory capacity.
- Demonstrated success in working with adults in individual and group situations.
- Leadership and human relations skills.

Highly Desirable Qualifications:

- Strong experience with PC, Macintosh and UNIX computer platforms.
- Strong experience with electronic student information systems.
- Knowledge of and/or experience working in and with K-12 school districts.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The operation, production capacity, and application of data processing equipment.
- Statistical principles and methods of compiling statistical data.
- Programming languages and techniques for statistical applications.
- Accounting principles and practices.
- Principles of supervision and training, and administrative practices and procedures, including budget preparation and control.

Ability to:

- Understand and assess emerging computer technologies.
- Design application systems and prepare user and technical documentation.
- Analyze administrative and procedural problems and apply data processing techniques to their solution.
- Coordinate data processing operations.
- Develop, organize and/or present training activities.
- Manage multiple simultaneous projects from inception to completion.
- Communicate effectively in verbal and written form.
- Troubleshoot, analyze and resolve problems.

WORKING CONDITIONS:

Environment:

- Office environment experiencing frequent interruptions;
- Meeting inflexible deadlines;

- Requires concentration and attention to detail;
- Occasional dealing with distraught or difficult individuals.

Physical Demands:

- Sitting for extended periods.
- Standing for extended periods.
- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.
- Exposure to visual display terminal for prolonged periods;
- Mental acuity to collect and interpret data, evaluates, reasons, defines problems, establishes facts, and draws valid conclusions.

Hazards:

- Common workplace safety situations;
- Extended viewing of computer monitors;
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator, Information Services and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board approved: 07/17/08
Revised: June 30, 2011