RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: DATA SYSTEMS SPECIALIST

DEPARTMENT: STUDENT SERVICES

REPORTS TO: PRINCIPAL

DEFINITION:
To perform a variety of specialized clerical duties related to student registration; to assist in the registering of new and returning students; to acquire, verify, maintain and transfer student records; to input and maintain the master schedule and its data; to implement, modify and utilize new versions of the student services software; and to work directly with the Director of Technology to solve problems that occur in the student services software.

EXAMPLE OF DUTIES:
Essential duties and responsibilities include the following:

- Constantly learn all new procedures and programs used by the software system by attending workshops and other informational activities.
- Process records and forms for registration of all students. Review and verify the accuracy and completeness of all forms; enter all personal and post transcript information from other schools in the appropriate file of the student services software; and may assist in the maintenance of the student cumulative (cum) folder.
- Compiles, coordinates, maps and/or verifies data for various state reports and databases.
- Create and run complex queries used for data analysis.
- Maintain electronic permanent records of completed course work including transcripts, grades, grade changes, test scores, student deficiencies and other academic achievements of the students; maintain other reports and records as necessary; and create various reports for administrators, counselors, teachers and staff members.
- Assist in the scheduling process; input the master schedule; print class lists; process any changes; print student locator cards, and organize them for distribution to the faculty.
- Provide the appropriate forms and computer-related activities to inactivate students from the master student file upon their withdrawal. Make appropriate notifications of newly enrolled students and students leaving the school.
- Assist in determining students qualified for promotion, honor roll or graduation.
- Create, print and supervise the organization of report cards, deliver the report cards to the district office for processing and mailing and process returned report cards.
- Maintain transcripts of students enrolled in the district's alternative programs such as Home Study and the White House.
- Maintain a record of where copies of transcripts, upon request from schools, have been sent.
- Verify student information for insurance, Social Security and Social Services; prepare and distribute the information requested by school administrators.

- Provide student record information to students, staff members, parents and the public as permitted by the California Education Code and district regulations and policies.
- Perform secretarial and clerical duties such as typing, filing, recordkeeping, scheduling meetings and appointments and ordering and maintaining office supplies.
- May assist site personnel in the use and proper procedures of student information systems.
- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:
- Modern office practices, procedures, methods and equipment, including the use of a computer.
- Principle and procedures of record keeping.
- District policies and procedures of confidentiality and disclosure of information.
- English usage, grammar, spelling and punctuation.
- Basic arithmetic principles
- Procedures of student registration
- Inventory and record keeping.

ABILITY TO:
- Learn District policies and procedures for student registration and graduation.
- Perform responsible and difficult clerical work with accuracy and speed.
- Compile, maintain and verify complete and accurate records and reports.
- Understand and follow oral and written instructions.
- Make arithmetical calculations quickly and accurately.
- Train and oversee the work of student assistants.
- Operate standard and specialized office machines and equipment applicable to assigned operations.
- Learn and effectively use computer hardware and software applicable to the assignment.
- May require the ability to have an accurate keyboarding rate of 60 WPM and enter data at a speed necessary for successful job performance.
- Work confidentially with discretion.
- Meet schedules and timelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Sit for extended periods of time at an appropriately designed computer station.
- Requires the mobility to stand, stoop, reach and bend.
- Perform lifting, pushing and/or pulling of objects which do not exceed 50 pounds.

ENVIRONMENT:
- Indoor environment/temperature – normal climate.
- Continuous interaction with students, public and staff.
- Noise level in the work environment is usually moderate.

EXPERIENCE AND EDUCATION:
Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:
- Three years of increasingly responsible, general clerical experience, preferably in a school setting.
- One year of experience using the software system presently used for attendance and record keeping.

EDUCATION:
- Equivalent of the completion of high school, supplemented by coursework or training in clerical and computer areas.

LICENSE REQUIREMENT:
- May require a keyboarding certificate (60 WPM) depending on assignment.