



Santa Barbara Unified School District

720 Santa Barbara Street, Santa Barbara, CA 93101 Phone 805-963-4338, TDD 805-966-7734, Fax 805-965-9561
www.sbsdk12.org

Classified Job Description

Title: Education Data Specialist

Salary Schedule Range: 50

Purpose of Position: To perform a variety of duties in support of a student information system, including data transfer, disaggregation, analysis, and reporting.

Employment Status: Full-time

Location: District Administration, ITS

Essential Functions:

Assist in certification and electronic submission of accurate state accountability and testing reports.

Data import/export between student information system and secondary data systems.

Monitor data bases for accuracy and data integrity; manage and manipulate large amounts of data and generate charts, graphs or reports using MS Word or Excel.

Compile or summarize data to assist with staff-reviews and state audits; review CAHSEE and STAR data to ensure accurate demographics are reflected.

Create queries to disaggregate student data.

Participate in user groups or sub-committees.

Assist Technology Director and staff as needed.

Maintain confidentiality of sensitive employee and student information.

Perform related duties as assigned.

Maintain punctual and consistent attendance.

Working Conditions & Physical Demands:

Inside work with no exposure to weather conditions. Occasional travel between District school sites or facilities.

Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time.

Knowledge, Skills and Abilities:

Experience with student information systems such as Aeries, Illuminate, SASI XP, Power School, DataDirector or equivalent.

Interpret and apply District policies, rules and regulations.

Intermediate MS Excel skills.

Operate a computer and a variety of contemporary office equipment.

Develop and maintain productive working relationships with school site staff and District staff.

Telephone and e-mail etiquette.

Correct English usage, grammar, spelling, punctuation and business vocabulary.

Work independently with minimal supervision or direction.

Understand and follow verbal and written directions.

Meet schedules and timelines.

Work collaboratively with others.

Education, Training and Experience:

Associates degree in Information Technology or Business Administration preferred, and at least two (2) years of experience with student or employee information systems.

Additional Requirements:

Valid California Class C Driver's License. Successful passage of a written examination.