



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: Lead Education Data Specialist

Salary Schedule Range: 52

Purpose of Position: To perform specialized and complex duties to ensure the District is compliant with state and federal mandated reporting requirements, and to provide technical support and guidance to end users.

Employment Status: Full-time

Location: District Administration, ITS

Essential Functions:

Certify and electronically submit 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 STATA, SQL, MS Word or Excel.

Gather, compile or summarize data to assist with staff-reviews and state audits.

Create and manage ISI accounts.

Provide group and individual instruction for staff in use of a student information system.

Assist with the creation of technology training material for staff in a variety of formats, including printed materials and web-based training.

Assist Technology Director and staff as needed.

Create complex queries to produce custom reports and disaggregate student data.

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.

Advanced 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:

Associate or Bachelor's degree in Information Technology or Business Administration preferred, and at least three (3) years of experience with student or employee information systems.

Additional Requirements:

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

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2013