TITLE:	Coordinator, Student Information Systems	**CLASSIFICATION:**	Non-Represented Management, Classified
SERIES:	Coordinator II	**FLSA:**	Exempt
JOB CLASS CODE:	6044	**WORK YEAR:**	12 Months
DEPARTMENT:	Accountability	**SALARY:**	Range 11 Salary Schedule A
REPORTS TO:	Chief Accountability Officer	**CABINET APPROVAL:**	11-12-13

BASIC FUNCTION:

The Student Information Systems Coordinator will support and manage strategic and organizational efforts of Sacramento City Unified School District (SCUSD) to achieve District and departmental goals. This position supports efforts to use data, data systems, and mixed methods research to improve student achievement and support teachers. In addition, the Coordinator will manage and design the processes and procedures related to research, data collection, data management, data reporting, and student information systems. The Coordinator plans, oversees and monitors a variety of projects in the District to ensure compliance, maintain timelines and goals and report regularly to all departments and/or parties involved. This includes, but is not limited to, the monitoring of and reporting for grants at the District and site levels, the managing and implementation of new information systems, and the development and analysis of qualitative research. This position trains program staff members to collect, record, and maintain information related to a variety of projects. In addition, the Coordinator creates and oversees plans to ensure project quality and user satisfaction across the District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Lead the development of the District's systems and protocols to ensure data and information systems are understandable and utilized by all stakeholders. **E**

Monitor and support compliance with reporting necessary for external contracts and internal systems for managing data. Facilitate data retrieval for staff members as needed for reporting, continuous improvement, or other purposes. **E**

Train and supervise the performance of assigned staff: assign and review the work of staff. **E**

Identify, develop, and provide district staff development and training regarding student information systems and data management processes and systems; provide technical assistance; disseminate information; and respond to inquiries. **E**

Creates and oversees plans to ensure project quality and user satisfaction across the District. **E**

Construct and coordinate project timelines and goals, continually monitor projects for meeting goals, and adjust project plans as necessary. **E**

Trains program staff members to collect, record, and maintain information related to a variety of projects. **E**

Conduct data collection, organization, compilation, analyses, and accurate interpretation of the findings; and create and maintain assessment databases. **E**

Collect data and input from stakeholders for a variety of project implementations. **E**

Independently manage internal and external research projects through universities and other institutions, including the monitoring of MOUs and IRB documents for compliance with federal, state, and local regulations. **E**

Develop and create timelines and reports of existing and new grants for the organization. Ensure timely submission of grant reporting. **E**

Independently produce quality reports for communication to a variety of stakeholders on project and research timelines, goals, and outcomes. **E**

Write comprehensive, objective reports and present information to a wide range of audiences. **E**

Collaborate with various department staff members to develop and implement data systems and processes related to data collection, monitoring, analysis, and reporting. **E**

Present key findings from internal and external projects and grants at national, state, and local conferences. **E**

Work with school improvement initiatives that address student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Student Information Systems. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree and advanced degree in education, public policy, social sciences, library and information sciences, or related field strongly preferred. At least three years of experience in roles with project management, data collection and analysis, and/or reporting in public education or nonprofit organizations. Proven experience in implementation and management of projects in motivating and accomplishing work with others, managing expense budgets, and creating work plans.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Common Core.
The data inquiry process.
Effective management practices and supervision techniques.
Technical aspects of field of specialty.
Standardized, performance-based, and other assessments.
Database systems and data management.

Computer software applications relevant to educational assessment and research.

Methodology used in educational research design and statistical analysis.

Theory and practice related to student learning and educational measurement.

State and federal laws, regulations, and codes dealing with the reporting of educational programs.

School district organization, operations, policies, and objectives. Standard statistical and qualitative methodologies (e.g. basic research design and methods and other generally-accepted analysis approaches).

Theory and practice related to student learning and educational measurement.

ABILITY TO:

Apply advanced computer literacy skills, including fluency with MS Office software and statistical software programs.

Demonstrate strong verbal, written, and graphical communication skills: Interpersonally, in consultative and facilitative roles, and as a presenter.

Intersect various groups, stakeholders, and data to make recommendations for action in the management of projects, grants, and research (internal and external).

Produce reports and recommendations that are evidence-based and compliant.

Create and maintain strong relationships interdepartmentally to advance the district's mission and ensure positive outcomes.

Create and maintain strong relationships externally, including independent management of contracted services with research organizations, universities, and others.

Coordinate logistics as well as ability to be flexible and problem-solve.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:
Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift moderate to heavy objects.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.