JOB DESCRIPTION
San Leandro Unified School District

Database Support Technician

Purpose Statement

Under the direction of the superintendent or designee, plan, coordinate and implement California Longitudinal Pupil Achievement Data System (CALPADS) and other state and federal reporting systems. Perform a variety of duties to facilitate accurate reporting, and to ensure adherence to reporting timelines for state and federal mandated electronic data collections for District.

This job reports to the Director of Assessment and Accountability.

Essential Functions

- Plan, coordinate and implement California Longitudinal Pupil Achievement Data System (CALPADS) and other state and federal reporting systems. Perform a variety of duties to facilitate accurate reporting, and to ensure adherence to reporting timelines for state and federal mandated electronic data collections for District
- Manages, plans and coordinates District compliance with mandated electronic state, federal and other reporting systems, including the California Longitudinal Pupil Achievement Data System (CALPADS) and other data collections as assigned
- Represents the District as the primary contact/coordinator for Mandated electronic reporting systems and other data collections/issues as assigned, including attend trainings, webinars and communications with other school districts and stakeholders (CALPADS and CDE)
- Works with internal and external stakeholders to design, develop and submit reports and data files for the purpose of meeting reporting timelines
- Submits, analyzes and troubleshoots various reporting requirements as required and reconciles reporting issues between internal and external stakeholders
- Oversees CALPADS certification by coordinating and reviewing of data and data corrections, acting as a liaison between internal and external stakeholders to assure compliance with state, federal and other requirements
- Manages data requests and reports related to ensuring accurate reporting of all assigned data collections including district wide attendance accounting and student count
- Advises upper management and other stakeholders of operational processes necessary for accurate reporting of assigned data collections
- Gathers, documents and manages existing, changing and emerging data requirements for all assigned data collections in order to remain compliant
- Monitors relevant District information systems for changing and emerging data requirements, and coordinates all enhancements of these information systems to ensure quality control of data items for all assigned data collections
- Aligns District information systems' data collections with those of reporting agencies, including the California Department of Education, to ensure compliance with relevant data collection standards, processes and requirements
- Reviews and evaluates District procedures, schedules, and system controls to ensure mandated reporting accuracy and efficiency

- Maintains knowledge of relevant mandated reporting requirements; reviews and revises District policies and procedures to ensure District compliance with state, federal and other requirements
- Provides training, plans, organizes and promotes teamwork between district staff to ensure mandated reporting deadlines are met and data collections are accurate
- Provides technical assistance to various District staff regarding mandated reporting requirements (CALPADS)
- Assists in completing requirements for various mandated data collection deliverables as assigned
- Communicates regularly with District stakeholders regarding all assigned mandated reporting timelines and requirements
- Provides secondary support for the District's Student Information System (SIS) as needed
- Supports other Technology Services department projects as assigned.
- Performs other duties as assigned

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; preparing and maintaining accurate records and training. KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office application software including relational databases; pedagogy and instructions; codes/laws/rules/ regulations/policies; practicing cultural competency while working collaboratively with diverse groups and individuals; collective bargaining theory; and human resources processes and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving frequently requires independent interpretation of guidelines; and problem solving is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules;

working as part of a team; leading, delegating and organizing tasks; managing multiple projects; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education High school diploma or equivalent

Equivalency

Required Testing Must pass district's qualifying exam

Pre-Employment Training Required

Valid Driver's License & Evidence of Insurability

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt	Board Approval: 8/6/19	46