

JOB DESCRIPTION
Pleasanton Unified School District

LEAD STUDENT INFORMATION SPECIALIST

Purpose Statement:

The job of Lead Student Information Specialist is done for the purpose/s of meeting designated student information data processing needs of the District; ensuring the completion of data processing jobs within required time frames; generating required student reports and print out of data as required by the district staff; and communicating information to school and district personnel.

Essential Functions

- Composes documents (e.g. standardized correspondence, bulletins, etc.) for the purpose of documenting events, providing and/or requesting information.
- Enters a variety of student data (e.g. grades, attendance, student records, etc.) for the purpose of providing computer data base of information for use in generating required and/or requested reports.
- Evaluates report findings and operational procedures for the purpose of determining completeness and accuracy of data and informing appropriate staff of appropriate actions as may be required.
- Generates a variety of reports and documents based on student information in prescribed formats as well as special requests (e.g. report cards, attendance, enrollment projections, state and federal reports, etc.) for the purpose of meeting staff, student and the district's reporting needs.
- Maintains inventories of supplies and materials (e.g. forms, scanner supplies, etc.) for the purpose of ensuring items' availability.
- Oversees operations of records retention system for the purpose of ensuring efficiency of electronic imaging system and record retrieval, providing training and support to assigned staff, and developing appropriate backup student records functions.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Performs routine and preventive maintenance (e.g. systems validation checks, backup procedures) for the purpose of ensuring the availability and security of data.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to inquiries for various special reports (e.g. required data, format, use, time frames, etc.) for the purpose of developing information that results in addressing requests in an efficient and timely manner.
- Trains assigned personnel on report processes for the purpose of ensuring their ability to use software applications to generate requested reports.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: office methods and practices; and record keeping practices.

ABILITY is required to schedule 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 independently work with others in a wide variety of circumstances; work with 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 data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality, being attentive to detail; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

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

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 30