

## ORANGE UNIFIED SCHOOL DISTRICT

### **CALPADS/DATA REPORTING SUPERVISOR**

#### **DEFINITION**

Under administrative direction, to supervise, train, and assist in the evaluation of support personnel for CALPADS and the Aeries Student System; to plan, organize, and promote teamwork between Aeries and CALPADS support personnel and schools and departments for meeting CALPADS reporting deadlines; to plan, organize, coordinate, and supervise the ongoing support to school site and district staff in use of computerized databases, relational database management systems, and information systems; to design, document, and analyze databases, data applications, and development tasks to ensure successful implementation and performance of the system; to plan and coordinate procedures and practices to promote timely and local implementation of electronic state reporting including CALPADS and other state reporting related functions; and to do other related work as required.

#### **ESSENTIAL DUTIES:**

- Supervise, train, and assist in the evaluation of the performance of the Aeries and CALPADS support personnel
- Plan and coordinate the local implementation of CALPADS and other electronic state and Federal reporting
- Recommend improved procedures and policies
- Train other department staff as appropriate and perform in-service training for district users
- Manage data requests and reports to ensure accurate reporting for all state and federal reports
- Coordinate communication with various District and County departments and personnel
- Plan, coordinate, and manage CALPADS data correction requests from other districts and schools
- Capture changing and emerging data requirements for state reporting and records transfer
- Plan, coordinate, and perform testing and analysis to ensure quality control of state and federal reporting data
- Manage and create data reports, and perform file transfers and data conversions
- Evaluate data and reports and maintain quality control
- Coordinate the analysis, evaluation and implementation of student information, business information and similar systems
- Coordinate the installation of software and vendor software upgrades on the district's data and reporting servers
- Review and evaluate procedures, schedules, and systems controls
- Prepare and present clear and concise reports
- Coordinate the creation and maintenance of appropriate documentation
- Perform other duties as required.

**QUALIFICATIONS**

Knowledge of:

Principles of training, providing work direction, and supervision;  
Correct English usage, grammar, spelling, and vocabulary;  
Interpersonal skills using tact, patience, and courtesy;  
Telephone techniques and etiquette;  
Modern office methods, procedures, terms and equipment;  
Computers, operating systems and database management systems;  
Network cards connectivity to local area networks;  
Data entry and system operations on district computers;  
Administrative programs and tools;  
Database development techniques and software;  
Microsoft Access, Aeries, Microsoft SQL;  
Collection, organization, and presentation of data;  
System integration and programming;  
Reports from multiple sources;  
Crystal Reports, MS Reporting Services and similar reporting tools.

Ability to:

Organize, supervise, train, and review the work of Aeries and CALPADS staff;  
Provide work direction to others;  
Give constructive feedback to improve performance of Aeries and CALPADS staff;  
Analyze data and reason logically;  
Think in terms of simultaneous occurrences of multiple processes;  
Find, assess and analyze alternatives and develop effective systems solutions;  
Read, understand, explain and apply technical operations related to student and business services; Operate standard office equipment;  
Follow oral and written instructions;  
Establish and maintain effective relationships with district employees, vendors, and other professional agencies;  
Communicate well with all levels of district employees and perform informal training sessions;  
Speak and write effectively;  
Multi-task and be detail oriented.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carryout essential job functions.

- Lifting, pushing and/or pulling objects normally does not exceed 50 pounds; positions in this class perform work which is primarily sedentary.
- Positions in this class require the mobility to stand, stoop, reach and bend; positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

## **CALPADS/DATA REPORTING SUPERVISOR – page 3 of 3**

- Positions in this class require vision (which may be corrected) to read small print. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Incumbents may be required to work at a video display terminal for prolonged periods; incumbents of positions in this class may be required to use a personal vehicle in the course of employment.

### **EXPERIENCE AND EDUCATION**

#### **Experience:**

Minimum four years of experience in an information services and technology-related field or equivalent work at K-12 schools.

#### **Education:**

A Bachelor's Degree in Data Processing, Computer Science, or in Management Information Systems is highly desirable. College credit course work in computer-related studies or updated training in database management systems. Supervisory experience is desirable.

#### **License Requirement**

Possess a valid California Motor Vehicle operator's license.

#### **Condition of Employment**

Insurability by the District's liability insurance carrier.