



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

STUDENT INFORMATION SYSTEMS SUPERVISOR

JOB SUMMARY

Under the supervision of the Chief Technology Officer; supervisory responsibility for the Student Information System and technicians; plans, organizes, supervises, and evaluates the student information systems for the District Office and school sites; manages the upgrade, repair, maintenance, training, and support of student information systems; supervises the student information system and CALPADS technicians; troubleshooting of student information systems; and perform other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Manages the district's student information system;
2. Supervises the daily activity of the Student Information Technicians and CALPADS technicians;
3. Responsible for the data integrity of the District's student information system;
4. Coordinates and oversees all administrative functions of the District's student information system;
5. Directs district and site staff regarding the use of the student information system;
6. Coordinates and oversees data collection and submission of the state reporting system (CALPADS);
7. Works with district staff and administrators to organize, compile, summarize, and prepare data and reports found in state and district student information systems;
8. Establishes and coordinates district-wide uniform data collection processes based on database capabilities, and current and future reporting needs/requirements of local, state, and federal programs;
9. Serves as the district liaison between the district, the county, and the State on matters related to student information;
10. Works with other departments as necessary to meet state and federal requirements, such as attendance accounting, enrollment, free and reduced lunch system, and so on;
11. Long and short term planning and execution of work related to student information systems;
12. Ensures that staff are properly trained on complex student information system activities and are following standard operating procedures to ensure accurate data;
13. Develops and promotes team involvement and participation in achieving departmental goals and objectives;
14. Establishes and maintains effective working relationships with staff, students, parents, and community members;
15. Meets schedules and timelines put in place by the district, county, state, or federal;
16. Attend meetings to assist with district decision-making;
17. Compiles, composes and gathers statistical and other reports;
18. Attends and/or coordinates meetings as required;
19. Prepares memorandums and correspondents in a professional manner;
20. Serve as a resource to administrators, teachers and staff;
21. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Database schema and ad-hoc query operations;
2. Principles of administration, supervision, management, training, safety and security;
3. Principles of budgeting, costs analysis and reporting;

4. Knowledge of student information systems best practices;
5. Current and emerging technology related to the position;
6. Bargaining Unit Contract;
7. Principles and practices of providing leadership to others;
8. Effective organization skills and data collection processes;
9. Providing leadership and positively encourage assigned staff to perform at a high level;
10. State, local and federal laws, rules and regulations related to K-12 data practices.

Ability to:

1. Write reports, business correspondence and procedure manuals;
2. Maintained confidentiality of privileged information;
3. Demonstrate interpersonal skills using tact, patience and courtesy;
4. Effectively communicate both orally and written;
5. Effectively present to large groups;
6. Organize tasks, set priorities and meet deadlines;
7. Work effectively despite frequent interruptions;
8. Train, supervise and evaluate the work of a large workforce;
9. Recommend, interpret, and explain rules, regulations, policies and procedures;
10. Plan, organize and meet work schedules and timelines;
11. Work independently and make autonomous decisions;
12. Work with minimal supervision.

EDUCATION / EXPERIENCE

Education: Completion of at least two years (48 semester/72 quarter hours of coursework) of approved college level courses or Associate Degree in a related area is preferred.

Experience:

1. Three (3) or more years of varied experience working with student information systems or database management;
2. Experience in the K-12 and/or education related field is preferred.

REQUIRED LICENSES AND/OR CERTIFICATES

1. Must possess a valid California Vehicle Operator's license;
2. Insurability by the District's liability insurance carrier.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

Physical Demands: Sit, look downward, reach, (up to frequently); stand, walk, bend, stoop, squat, push, pull, foot controls (occasionally); climb stairs, twist (infrequently); repetitive hand activities within close reach, such as files, keyboard & handwriting (frequently); lift/ carry up to 25 pounds (occasionally), may lift/ carry equipment up to 75 pounds (infrequently); extensive reading; use seeing, hearing & speaking (including in-person, phone & public address.)

Working Conditions: Office environment with multiple staff members, subject to frequent interruptions, continual deadlines and pressures connected to limited funds to meet growing needs, driving a vehicle to conduct work.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Management Position
Salary Schedule 201, Row 47

September 2023