

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

PERSONNEL

JD 4200.1

DATABASE SPECIALIST

PRIMARY FUNCTIONS: Under the direction of the Director of Technology, responsible for maintenance and support of the District's information databases. Responsible for the development, installation, enhancement and maintenance of the District's computerized databases and information systems. Recommends improvements in procedures and recommends the installation and use of systems to meet District information reporting requirements. In collaboration with various sites and departments, prepares, reviews, reconciles and maintains complex statistical reports generated as system products for both intra- and inter-District and outside agency purposes. Performs a variety of difficult and responsible services to District users intended to assist them in making most effective use of core District applications and data in accomplishing District and site/department goals.

DIRECTLY RESPONSIBLE TO:

Director of Technology

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Serves as database specialist and coordinator for the District's student information system, including multiple modules and databases; reviews computerized data bases and information systems, procedures and methods; recommends improvements or new procedures, including use of new or improved automated systems; implements new procedures and techniques and assesses effectiveness and conformance with District policies and associated government regulations.
2. Coordinates customization, grant administration and implementation planning activities with outside systems consultants as required. Coordinates with district, state, county and other personnel on appropriate aspects of automated systems and their applicability for District operations and reporting requirements; trains District personnel on the uses and operation of features of system modules and their application to department operations.
3. Participates in determinations of database and system implementations; works with District staff and others to map current work processes and procedures and evaluate the impacts of data base installation; assists in identifying and defining systems and process alternatives capable of more effectively meeting operational and business requirements; assists in developing and refining systems requirements, evaluating information process/technology alternatives and developing project deliverables, metrics and other measurements; seeks customer cooperation, involvement and action to achieve objectives and report on progress.

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4. Interfaces extensively between student information system functions and staff to ensure proper systems operation, coordination and future enhance possibilities; notifies users of changes to software which impact their operations.
5. Maintains tables and database structures; uses query tools to develop and generate reports; performs basic database maintenance, administration and recovery on applications databases.
6. Prepares, reviews, reconciles, analyzes and maintains complex statistical reports; provides management with information needed for decision making.
7. Performs applications support duties for the Student Information System and other core enterprise applications; installs and tests software updates and new releases; diagnoses and resolves software problems within limits of authority; maintains documentation of system functionality; identifies opportunities to meet user needs through systems improvements and development of specific application features.
8. Assists in updating and maintaining student information databases; sets up new schools, programs, calendars, teachers, classrooms and courses in the database; performs end-of-year roll over processes; verifies and validates student record data elements and takes action in accordance with established procedures to resolve errors and correct data as warranted; uploads, maintains and ensures accuracy of student test score data in the Student Information System; monitors database operations and enlarges data sets as needed for data entry purposes.
9. Trains users on uses and operations of major District applications and programs, such as the Student Information, attendance reporting and other core systems; advises, trains and assists District staff in utilization of system functionalities and applications features to more effectively carry out work responsibilities; assists users in defining report requirements and generating standard and specialized reports from enterprise applications for a variety of purposes; trains users on procedures for inputting and correcting data; recommends operational or procedural modifications to resolve issues; trains clients on the uses and operations of standard business software.
10. Documents actions taken in problem/request and resolution logs; maintains and distributes user request forms, training manuals and documentation. For the Student Information System, establishes user customer accounts, network addresses and access privileges in accordance with established policy and criteria; assists users on procedures for changing passwords; maintains records of authorized user accounts.
11. Periodically upgrade skills in order to meet changing needs.
12. Perform other related duties as assigned

QUALIFICATIONS GUIDE

KNOWLEDGE OF:

1. Student information systems and other complex database applications.
2. Procedures and methods for data analysis and interpretation including student performance data and other educationally related data.
3. Effective strategies for organizing data into comprehensible presentations for non-technical audiences.
4. Effective strategies for inservicing staff on data systems usage, analysis, and interpretation.
5. State and Federal data reporting systems and requirements including, but not limited to CALPADS.

ABILITY TO:

1. Understand and apply detailed District procedural requirements and standard database administration tools and utilities to ensure accurate, up-to-date student information and other core enterprise data management systems.
2. Obtain accurate and complete information from users, in person and by telephone, to identify their needs and problems and develop responses and solutions.
3. Effectively and efficiently reconcile large quantities of data to ensure accuracy.
4. Train users on uses, operations, functionalities and features of the Student Information and other core enterprise systems.
5. Effectively work and communicate with technical staff, users, administrators, and other non-technical employees.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment efficiently.
8. Communicate effectively both orally and in writing.
9. Analyze situations accurately and adopt an effective course of action.

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10. Meet schedules and timelines.
11. Work independently with little direction.
12. Plan and organize work.

TRAINING AND EXPERIENCE:

Associate Degree in computer and network systems or closely related field. Bachelor's Degree is preferred. At least three years of progressively responsible information systems experience involving large-scale databases. Experience using Student Information Systems and other database applications.

LICENSES:

Possession of a valid California Class C driver's license.

Working Conditions

1. Office and School work environment.
2. Driving a vehicle to conduct work.
3. Some noise and temperature variations from computer equipment and adjacent offices.

Physical Abilities

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Finger and grasp objects.
4. Lifting of materials weighing up to 50 pounds.
5. Bend, stoop, kneel, crawl, stretch, lift and carry equipment and objects.

Job Description Adopted: December 17, 2012