



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Coordinator, Student Systems**

**Class Code: 1444  
Work Days: 225**

**GENERAL PURPOSE**

Manage, coordinate, supervise, review, and develop policies and procedures necessary for the collection and distribution of student information for the Department of Education; and to perform a variety of technical tasks relative to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general supervision from higher level management staff.
2. Exercises direct supervision over management, supervisory, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Coordinate the organization, staffing, and implementation of goals and objectives for the Alternative Education Attendance and Records unit; establish schedules and methods for providing student information services; and student information policies and procedures.
  3. Coordinate local, state, and federal student data distribution and financial data for OCDE student programs.
  4. Coordinate multi-level data transactions with OCDE, third party data systems, and other outside agencies.
  5. Provide leadership in the interpretation and application of standards and operations as it relates to student information.
  6. Plan and conduct training related to the student information system, CALPADS, and other related applications.
  7. Oversee the preparation and dissemination of student records and federal, state, and local reports.
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### **ESSENTIAL FUNCTION STATEMENTS (cont.):**

8. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
9. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
10. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing services within Attendance and Records Unit; prepare work schedules for appropriate staff.
11. Attend conferences and departmental meetings and serve as division representative as necessary to develop information for enhancement and enrichment of staff and of the instructional curriculum.
12. Demonstrate attendance sufficient to complete the duties of the position as required.
13. Perform related duties similar to the above in scope and function as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Policies and procedures related to student attendance and records.
2. Student information systems (SIS)
3. Data management policies and procedures.
4. Database applications.
5. Local and wide area networking.
6. Principles of effective supervision, leadership, training, coaching and performance evaluation.
7. Procedures, methods, and techniques of project and workflow management and organization.
8. California Education Code and Administrative Codes.
9. Pertinent federal, state, and local laws, codes, and regulations.

#### **Ability and Skill to:**

1. Synthesize data from multiple sources and present findings to a variety of audiences using appropriate presentation strategies.
2. Select, supervise, train, organize, coach, and evaluate the work of management, supervisory, technical, and clerical personnel.
3. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
4. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
5. Establish and maintain effective working relationships with various constituencies.
6. Understand, interpret, and explain laws, codes, contracts, policies, and procedures.

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**Ability and Skill to (cont.):**

7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in business administration, computer science, public administration, or a related field and five (5) years of increasingly responsible local and wide area networking, system analysis, and network application experience.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with high pressure.