



**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 Orange County Department of Education (OCDE); and provide assistance to higher level management staff.

**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 being 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 and establish schedules and methods for providing student information services and student information policies and procedures.
  3. Leverage SQL and data analytics tools to enhance reporting and compliance efforts while leading the development of student data visualizations.
  4. Manage and oversee all federal and state compliance reporting requirements, including ADA (PADC), CRDC, and CALPADS, while coordinating compliance and funding reports for ACCESS and CONNECTIONS programs.
  5. Serve as a liaison between OCDE, Local Education Agencies (LEA), public service agencies, and vendors to facilitate the implementation of reporting compliance policies and practices.
  6. Coordinate local, state, and federal student data distribution and financial data for OCDE student programs.
  7. Coordinate multi-level data transactions with OCDE, third-party data systems, and other outside agencies.
  8. Provide leadership in the interpretation and application of standards and operations as it relates to student information.
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9. Plan and conduct training related to the student information system, CALPADS, and other related applications.
  10. Oversee the preparation and dissemination of student records and federal, state, and local reports.
  11. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
  12. Conduct in-depth analysis of student data for LEAs to inform funding decisions, optimize data collection processes, shape policies and procedures, and guide staff development.
  13. Lead and coordinate advisory meetings for user groups, fostering stakeholder engagement across OCDE on student data-related matters and delivering professional development.
  14. 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.
  15. Demonstrate attendance sufficient to complete the duties of the position as required.
  16. 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. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
6. Procedures, methods, and techniques of project and workflow management and organization.
7. California Education Code and Administrative Codes.
8. 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, train, lead, coach, direct the work of, supervise, and evaluate professional, technical, and clerical employees; and effectively delegate authority and responsibility.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
5. Compile, analyze, interpret, and report research findings.

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6. Establish and maintain effective working relationships with various constituencies.
  7. Understand, interpret, and explain laws, codes, contracts, policies, and procedures.
  8. Develop and present training materials.
  9. Prepare clear and concise correspondence, reports, and other written materials.
  10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  11. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in business administration, computer science, public administration, or a related field and five (5) years of system analysis 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.

#### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

#### **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 essential functions.

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