

JOB DESCRIPTION

Title:	Student Support Services Data & Compliance Administrator	Reports To:	Chief of Student Support Services	
Department:	Student Support Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Full-Time	No. of Work Days:	261 day calendar	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 46 <input type="checkbox"/> CSEA 860	

GENERAL SUMMARY OF DUTIES:

The Student Information Data & Compliance Administrator performs analytical, advanced technical and highly complex system analysis in support of the Student Support Services Department to contribute to the efficiency of the Department. Manages and maintains special education database systems to assure compliance with federal and state mandates, trains system users, conducts reporting and analyzes procedures and processes in order to provide recommendations on work-flow improvements, the position will track and analyze student transportation services across the district, and ensures compliance with Medi-Cal Administrative Activities (MAA) and Medi-Cal Billing as mandated by the State and Federal Government. This position will also perform administrative tasks as needed in support of the department.

DUTIES OF THE JOB:

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage and maintain District, SELPA, State and Federal database systems. Responsible for data collection, reporting, database set-up, user account set-up, and data change requests.
- Responsible for maintaining and submitting State Reports (Personnel Data Report, Annual Service Plan)
- Analyze the daily transportation report to ensure proper reporting is being done for proper payment
- Responsible for the preparation and coordination and submission of monthly reporting, semi-annual reports that generate the revenue funds for the District. *E*
- Provide database support services for District-adopted administrative applications, with emphasis on the District's current IEP data system. *E*
- Create training materials and written documentation for internal users of IEP data system. *E*

- Provide technical troubleshooting; determine type of request; diagnose and provide solutions or escalate to the appropriate staff member or Director. *E*
- Provide technical support to all District departments and school sites, in addition to all Non- Public Schools and Non-Public Agencies, private, charter school personnel, and service providers, in relation to the student IEP data system. *E*
- Completes Medi-Cal Administrative Activities (MAA) and Medi-Cal Billing as required by the State and Federal Government
- Personnel: change of status, requisitions and record keeping for all Special Ed staff (management, classified and certificated)
- Generate and maintain SPED directory, assignments and FTEs for AUSD and SELPA
- Responsible for generating reports that provide information and assistance to the District in the planning of Special Education programs, personnel matters, and fiscal decisions. *E*
- Maintain a variety of complex records and files related to the assigned function; establish and maintain a variety of lists, files and records including confidential materials
- Other job related duties

EDUCATION AND EXPERIENCE:

- Bachelor degree preferred or extensive experience providing technical support for the use and management of information systems.
- Any combination equivalent to: college-level course work in business administration, secretarial science, or related field.
- Four years of increasingly responsible administrative secretarial experience.

KNOWLEDGE AND SKILLS:

- Knowledge of office practices and procedures including basic functions of computer operations.
- Ability to work independently and initiate work as well as determine priorities and delegate to appropriate staff. *E*
- Ability to interact professionally, tactfully and courteously with the public, employees, students and families and other officials. *E*
- Ability to read, write and orally communicate effectively in English, including correct usage of grammar, spelling, punctuation, and vocabulary.
- Ability to follow Federal, State and District laws, policies, rules, regulations and procedures for students/individuals with disabilities as directed by special education administrators.
- Possess intermediate level EXCEL spreadsheet skills and basic computer skills: starting up, navigating home screen and understands how applications and data are stored, starting and using applications, and using web browser to research information.
- Ability to perform independent, analytical, advanced technical and highly complex budget, accounting, and systems analysis work.
- Perform high level and technical work involving independent judgment and requiring accuracy and extreme confidentiality.
- Knowledge of basic statistics, mathematical reasoning and database querying.
- Ability to multi-task and exercise excellent organizational skills under pressure.
- Ability to work quickly and accurately with attention to detail
- Ability to troubleshoot, diagnose and assist employees with the use of the Special Education database

SUPERVISES AND SUPPORTS:

- N/A

PHYSICAL REQUIREMENTS:

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	I		Lift/carry 0-10 lbs	F
Twist	O		Lift/carry 11-25 lbs	I
Squat	I		Lift/carry 26-40 lbs	O
Kneel	I		Lift/carry 41-100 lbs	N
Climb	O		Stand	I
Reach above shoulder	I		Walk	I
Grip/Grasp	F		Sit	F
Extend/Flex Neck	O		Drive	O
Use Dominant Hand	F		Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O		Keyboarding/Mouse Work	F
Ability to See	F		Ability to Hear	F

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation, or sex.