SAN MATEO COUNTY OFFICE OF EDUCATION

_____

Coordinator, Information Systems – Cont.

- x Collaborate with COE employees in the business, human resources and IT departments to answer questions from users concerning integration of individual district business procedures with software application requirements.

- x Prepare, audit and maintain a variety of narrative and statistical data, records and files related to system implementation.

Student Information Systems

- x Plan, organize and coordinate the collection, data entry and reporting of all data for student programs; establish data reporting priorities and timelines;

- x Develop, document and implement data governance process and methods to be used by staff maintaining student data (data stewards); ensure data is managed uniformly and accurately, and data submissions comply with established statutory standards and procedural requirements; create and review documentation and ensure data quality standards are being met.

- x Oversee the installation of student system software and ensure data systems are operating effectively; arrange contracts with third party vendors to provide data system maintenance and records storage.

- x Coordinate communications and information sharing among parties involved in the collection, verification, computer entry and reporting of student data.

- x Develop instructional materials and present staff training seminars on all aspects of managing and reporting student data.

- x Advise the Administrator, Information Technology Services concerning student information system activities, needs and requirements.

- x Arrange and coordinate information sharing meetings with COE staff .

Other Duties: (All Positions)

Attend meetings and training conferences as required.

Maintain professional and technical knowledge by attending courses and system training, reviewing professional publications, and conferring and collaborating with other information system users.

September 10, 2014
San Mateo County Office of Education

Coordinator, Information Systems – Cont.

Knowledge/Skill/Abilities:

<u>Knowledge of</u>:

Business Systems

Coordinator, Information Systems – Cont.

Qualifications:

Any combination of education and experience equivalent to:

Education:
A Bachelor's degree from an accredited college or university with major coursework in business, human resources, public administration or related field.

Experience:
Four (4) years increasingly responsible experience managing automated business and/or student data system operations.

Physical Demands

Dexterity of hands and fingers to operate computer keyboard.
Hearing and speaking to exchange information.
Seeing to view a computer monitor and read a variety of materials.
Sitting for extended periods of time.

Licenses:

Valid California driver's license.

September 10, 2014
San Mateo County Office of Education