# COORDINATOR - RESEARCH INFORMATION SYSTEMS

## JOB SUMMARY

Under administrative direction, plan, develop, and coordinate and  the use of technology products and information systems within the Research, Planning, Evaluation and School Improvement department; recommend computer systems hardware and software acquisitions; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

## EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Oversee and manage daily operations and activities related to assigned departmental information systems; monitor and verify documentation; document procedures; provide training to staff for the implementation of new systems and technologies. *E*
- Plan, design, implement, coordinate and modify information systems; develop and maintain data processing and collection procedures; analyze existing systems and define issues; design and implement system enhancements and corrections. *E*
- Monitor the performance of information systems; resolve performance issues and Design and oversee the production of programs to automate reports for a variety of purposes and stakeholder groups. *E*
- Plan and implement the automation of recurring administrative studies such as California Basic Educational Data Survey (CBEDS), racial-ethnic, Ryan ratio and enrollment projections. *E*
- Recommend and participate in the development of policies and procedures related to information systems; assure that development procedures comply with accepted accounting principles and local, State and federal requirements. *E*
- Consult with District staff, administrators and school personnel on data analyses and interpretation. *E*
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Facilitate trainings and focus groups for District staff in the operation of information systems; coordinate regular meetings of site users to provide updates regarding system information and architectural changes. *E*

- Work with the Assistant Superintendent to identify policy implications in the reports and quality of data produced by the department. *E*
- Participate in the production and distribution of data used in a variety of school and District publications. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technology trends; make presentations as requested. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

## DISTINGUISHING CHARACTERISTICS

An incumbent plans and coordinates the management and maintenance of the Research, Planning, Evaluation and School Improvement's information systems and assures mandated data confidentiality, audit and archiving requirements are met. An incumbent trains and supervises assigned staff and provides technical assistance and training to District staff in the use of information systems and other related applications. An incumbent also has both a broad and in-depth knowledge of computer systems including network systems, databases, and software applications for inputting and manipulating data and producing reports.

## EMPLOYMENT STANDARDS

### Knowledge of:

General principles of management and organization.
School district organization and organizational relationships
Computer systems design and networks.
Database management including mainframe, midrange and personal computer systems.
Computer programming languages such as SQL.
Operation of a computer and assigned software.
Descriptive and inferential statistics.
Principles of supervision and training.
Strategic planning and project management techniques.
Public speaking techniques.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.

**Ability to:**

Oversee and manage the daily operations and activities related to departmental information systems.
Analyze research information system needs and collaborate with internal and external agencies to maintain the integrity and reliability of applications and data systems.
Plan, design, implement, coordinate and modify information systems.
Design and prepare assessment and evaluation reports of quantitative data.
Design and implement computer systems for inputting, retrieving and reporting data.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Adapt to changing priorities and work assignments.
Work on multiple projects simultaneously.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Train, supervise and evaluate the performance of assigned personnel.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Work independently with little direction.
Prepare and deliver oral presentations.
Maintain current knowledge of technological advances in the field.

**Education and Training:**

Bachelor's degree in education, psychology, information systems, behavioral or social science or a related field with course work in statistics, research methodology and psychological testing is required.

A Master's degree or beyond is desirable.

**Experience:**

Four years of management or supervisory experience in the research design and analysis of administrative and evaluation studies utilizing computer technology systems in a school system, university or other institution conducting social science research.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities may be considered.

**WORKING ENVIRONMENT**

Office environment.
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance.  Failure to do so shall result in the employee's termination.

06/13/1996
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