

Temecula Valley Charter School
Marketing, Data and Technology Specialist
Job Description

Salary Range: Per th Classified Salary Schdule

WorkYear: 11.5 Months

Under the direction of the Superintendent, the Data, Marketing and Technology Specialist manages student information systems, marketing/social media, enrollment processes and serves as the lead for all data compliance and data needs within the organization. This individual plays a pivotal role in providing essential support for student data management, marketing and enrollment, state and federal data systems including CALPADS, SECMS, and SEIS. Inputs and analyzes data necessary for state reports such as SARC, LCAP, and other reports as needed. within special education systems, specifically focusing on CALPADS and iTAAP. Responsible for tracking, ordering and maintaining appropriate licensing for educational software, textbooks and other curriculum needs. Provides general clerical support to assist office staff and overall school events as needed.

Representative Duties

- In-depth knowledge of IDEA CFR 300 and Title 5 California Code of Regulations.
- Knowledge of marketing and social media platforms
- Create informational and promotional materials for school functions and school enrollment
- Proficiency in using CALPADS, CBEDS, SECMS, and other relevant state data systems.
- Previous experience with Student Information Systems, SPED, and testing platforms preferred.
- Strong organizational skills and attention to detail.
- Familiarity with LEA compliance requirements:
- Maintain student data, accounts and security groups in AERIES.
- Generate a variety of reports to meet internal and external requirements such as, but not limited to, general administrative, financial, and academic information.
- Interprets reporting requirements and works with other staff to customize database instructions for new or changed reporting requirements.
- Develops a schedule to meet reporting timelines.
- Analyzes test reports and reviews data for accuracy.

- Participate in internal and external committees related to reporting requirements. Stay up to date on new and changing requirements, communicate with staff and/or departments the new or changing requirements.
- Troubleshoot data errors including reviewing and correcting scripts, analyzing table structures for conversion compatibility, working with programmers and coordinating secure data exchanges with approved outside vendors.
- Configure and maintain user permissions within respective applications and /or the school's network.
- Provide desktop support for users having trouble accessing information or utilizing media or technology
- Responds to requests and inquiries from system users.
- Sets up grade sheet files each term and imports grades from various formats to the student information systems.
- Conducts audits for missing or incomplete grade reporting, working with teachers to ensure accuracy.
- Creates master schedules working with administrators. Assigns students according to established procedures.
- Maintains course archives and updates master course lists.
- Prepares a variety of lists, queries or databases based on school needs of students from grades listed in student permanent record files.
- Manages and submits student information for special awards and certificates
- Tracks media, curriculum and instructional materials including library materials
- Prepares and submits accurate required data into the CALPADS. Collects, reviews, analyzes, and validates data for reporting purposes and for required federal and state reporting. Prepares, calculates, and reports average daily attendance (ADA) and completes the data entry into the California Department of Education's Principal Apportionment Data Collection Software (PADC).
- Responsible for maintaining enrollment databases, assisting in enrollment processes
- Prepares special reports, including those that are state-mandated, requiring accessing and extracting data from student information systems, and eventual submittal to state and other agencies.
- May perform attendance compilations, administration and scoring of tests, reception, and other administrative support consistent with the needs of the school site.
- Maintains data necessary for Free and Reduced lunch and other Title 1 requirements
- Other duties as assigned to support the general function of the school

Knowledge, Skill & Other Requirements

- Demonstrated expertise on compliance and data collection, reporting and corrections for public schools..
- Proficient with Microsoft Office and Google programs including Outlook, Word, Excel, and with advanced knowledge of PowerPoint.
- Degree in Education, Information Technology, or related field preferred.
- Previous experience in a similar role, particularly within an educational setting, is highly desirable.

PHYSICAL REQUIREMENTS: Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/laptop, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT: Employees in this position will be required to work indoors in a standard office environment and come in direct contact with TVCS staff, district office staff, and the public.