

**Corning Union High School District
Job Description**

JOB TITLE: Principal Admin. Assistant/Data Specialist

Salaray Range: Confidential Non-Exempt **Dept./Family:** Confidential/ Unrepresented

Immediate Supervisor: Principal **Approved By:** Board of Trustees 6/20/24

DEFINITION:

Under the general supervision of the Principal, this position will work with staff on District resource applications and reporting systems. Will provide student data support for site personnel. Provide support to the principal in a wide range of office and school operations; coordinate and organize office activities and coordinate the flow of communications and information for the Principal; provide support by planning, organizing, and participating in the school office administrative operation; maintain confidentiality of sensitive and personal information; prepares and maintains a variety of records and reports related to assigned activities.

ESSENTIAL FUNCTIONS:

- Manage and maintain daily tasks for student information systems and district resource application systems.
- Coordinate with site personnel in the use and proper procedures of student information systems and district data programs/systems.
- Coordinate with the Information and Technology Department and oversee system protocols that directly affect the operation and functions of district systems.
- Provide support for all Student Information Systems software and CALPADS.
- Provide support for site users of district data programs and systems.
- Maintain Student Information System components district-wide, such as, but not limited to: Aeries, Food Service Point of Sale, and CALPADS.
- Be accountable for the integrity of district information system data.
- Responsible for the preparation of files for electronic transmission of data to various state and education agencies.
- Maintains confidentiality of various aspects of school operation including sensitive and personal information.
- Perform a variety of clerical and secretarial duties for the Principal.
- Prepare and process documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters.
- Generates and provides data reports from all district data programs to the Principal and other staff.
- Attendance Backup and support as needed

- Other duties as assigned.

REPRESENTATIVE DUTIES:

- Complete all Required CALPADS reporting
- Develop district procedures, and system protocols to support department administration and site functions.
- Assist in the support of systems and projects as directed by the CUHS Principal
- Coordinate SIS New Year rollover
- Download and import testing results and other data from CalPads, Aeries SIS system into testing services.
- At the direction of the administration, prepare documents and reports related to student demographics as they relate to district revenue projections and negotiations
- Other Data reports as requested by Federal and State agencies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrates competence in Windows operating system environment.
- Expert knowledge of Excel and data manipulation.
- Knowledge and experience with CALPADS, Aeries, Titan,
- Possess current industry knowledge of student database system procedures.
- Possess communication skills to convey technical knowledge in a clear manner.
- Knowledge in the areas of training and instructional programs to improve staff knowledge and the effective use of Student Information Systems and other various software systems.
- Work within and contribute as an integral part of the Information and Technology team;
- Ability to work with different file formats for import and export.
- Communicate and work effectively with others.
- Understand written and oral instructions.
- Organize and plan an effective work schedule with users.
- Maintain complex database systems, and applications.
- Train others in the use and functions of database systems.
- Provide and maintain documentation of installed systems.
- Work unsupervised on complex software problems.
- Communicate and work with vendors to diagnose and eliminate software problems.
- Respect and maintain professional confidence with all district employees.
- Utilizes appropriate professional channels for communicating personal/professional concerns.
- Work and recognize the necessity for accurate and precise attention to details.

ENVIRONMENT

- Office environment
- Constant interruptions
- High production environment

PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate a computer keyboard and other required office machinery.
- Occasionally lift, carry, push, pull, or otherwise move objects weighing 20 to 40 pounds of force
- Sitting for extended periods of time.
- Can travel in District and/or personal motor vehicles.