

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Coordinator, Student Information Systems and Distance Learning

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Credential

EDUCATION: Required M.A. or M.S.

EXPERIENCE: Required Minimum of three years teaching and administrative service

Desired Five or more years of teaching and administrative experience; demonstrated experience with master scheduling, instructional technology, database administration and maintenance support; programming experience; experience working with Aeries and Structured Query Language (SQL).

PERSONAL
QUALIFICATIONS:

Character, personality, and proper social ability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the general direction of supervisor, the Coordinator, Student Information Systems and Distance Learning is responsible for the operation of the student information system and the data therein. This position will provide technical support to Aeries users and generate student information data for local, state and federal reporting (CALPADS). In addition, under the general direction of the Director, Curriculum & Instruction, the Coordinator will plan, organize and oversee the implementation of Distance Learning, including course selection, master scheduling and expansion of offerings.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Coordinator, Student Information Systems and Distance Learning job performance will be as follows:

1. The student information system will be effectively supported, maintained, coordinated, and managed.
2. User and user group rights for the student information system will be effectively set up and maintained.
3. The online modules, such as Aeries.net, parent portal, teacher portal and Aeries Browser Interface (ABI) will be supported and maintained.
4. Management and supervision of the planning, preparation and submission of data for California Longitudinal Pupil Achievement Data System (CALPADS) will be effectively performed.

5. In collaboration with the Data Center, accuracy of federal and state reporting will be ensured.
6. Guidelines and procedures will be effectively developed and maintained for site Aeries users to ensure that data entries are standardized throughout the District.
7. System query statements useful to site and district personnel will be effectively established, maintained and revised.
8. Databases will be effectively updated, backed up, compacted and repaired on a regular basis, and the Student Information System will be appropriately customized as needed.
9. The data transformation and import/export between the Student Information System and secondary data systems will be effectively managed and supervised.
10. The design and development of reports and data collection to meet the needs of users, governmental agencies and outside agencies will be effectively managed and supervised.
11. As assisted by designated Educational Services administrators, the recruitment and/or development of Distance Learning courses will be effectively accomplished.
12. School site efforts will be led and coordinated as they pertain to successful participation in the Distance Learning program.
13. With the support of the Director, Curriculum & Instruction, the Coordinator will assist Distance Learning teachers in the procurement of instructional materials, technical assistance and general problem-solving.
14. As appropriate, courses focused on incorporating the Common Core State Standards, College Board requirements, and College Career Readiness will contain emphasis on the development of critical thinking, collaboration, and communication skills will be effectively offered.
15. Detailed course curricula for each class offered within the Distance Learning catalog will be effectively provided.
16. Through appropriate committee work and the California Learning Resource Network (CLRN), Distance Learning courses will be thoroughly researched and developed.
17. Master scheduling component of courses for Distance Learning will be effectively coordinated and maintained.
18. In coordination with the Technology Department, Telepresence and web-based content portal infrastructures for sharing courses will be effectively and timely installed.
19. Will serve as the District contact with Cisco regarding Distance Learning and as a liaison between RUSD and consortium districts.
20. Will work collaboratively with the Distance Learning administrator for the mutual benefit of all students.
21. Annual objectives will be developed and met as deemed appropriate by the supervisor.
22. Other duties assigned by the supervisor will be effectively accomplished.