

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Unit D  
Class Codes

SCHOOL OFFICE COMPUTER COORDINATOR (INFANT/PRESCHOOL OR ELEMENTARY)	2874
SCHOOL OFFICE COMPUTER COORDINATOR (SECONDARY)	2876
SCHOOL OFFICE COMPUTER COORDINATOR (ADULT)	2878

DEFINITION

Plans and coordinates the District's student information systems programs and schedules and assigns personnel in office computer operations and applications.

TYPICAL DUTIES

- Establishes priorities and acts as liaison with school staff regarding the operation of the District's student information systems.
- Plans, schedules, and coordinates computer operations and preparation of reports including those related to student identification, enrollment, and attendance; class rosters; grade data and credits; special education services; testing rosters and statistical reports.
- Creates, modifies, and monitors student records using the District's student information systems, Welligent, Excel spreadsheets, and Access databases.
- Prepares, reviews, and processes daily Individual Education Program (IEP) Outcome Reports and other data from various systems and databases.
- Validates data to meet Federal, State and District mandates including California Special Education Management Information System (CASEMIS), California Longitudinal Pupil Achievement Data System (CALPADS), Desired Results Developmental Profile (DRDP), and Modified Consent Decree (MCD).
- Trains school and office personnel in computer and peripheral equipment operations and in the District's student information systems procedures and applications.
- Implements new procedures and trains personnel in applications of new computer programs.
- Determines most effective and efficient use of computer time and operating personnel.
- Assigns, coordinates, and reviews the work of computer operating personnel.
- Confers with and trains site personnel in the District's student information systems requirements and procedures.
- Acts as a liaison between a school site or school sites and Central office staff in the resolution of student data errors upon the receipt of the District's student information systems generated scorecards.
- Schedules, monitors, processes, and distributes reports and materials, such as class schedules, registration, incoming referrals, transfer requests and attendance documents.
- Confers with Information Technology Division personnel regarding implementation of new procedures, system modifications, and staff training.
- Coordinates the servicing and repair of equipment and maintains related records.
- Coordinates the updating of operating systems and secures browsers on computers and devices used for State assessments.
- Extracts and prepares student reports from Welligent that lists the required designated supports and accommodations for State assessments.
- Orders and maintains materials, supplies, and equipment.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A School Office Computer Coordinator (Infant/Preschool or Elementary), (Secondary), or (Adult) trains and coordinates school personnel in computer operations and acts as liaison with school staff, site personnel, and Information Technology Division personnel regarding the District's student information systems.

A Senior Office Technician performs a variety of moderately to highly complex clerical duties that require strong independence of judgment and action. The duties typically require extensive contacts with others and responsibility for specific functions of an office and may include work direction of a small group of personnel.

## SUPERVISION

General supervision is received from a school principal, an assistant principal, School Administrative Assistant, program directors, or administrators. Technical supervision over ASIS procedures, methods, materials, and guidelines is received from the Adult Student Information System Branch. Work direction is provided to lower-level clerical personnel as assigned. Functional supervision is exercised over the work of personnel providing source data and preparing student information system materials.

## CLASS QUALIFICATIONS

### Knowledge of:

- Functions, uses, characteristics, and operation of office computer systems and peripheral equipment
- Procedures in student information systems such as EESIS, MiSiS, and ASIS
- Welligent
- Microsoft Access and Microsoft Excel
- Work direction and training techniques
- Office practices and procedures

### Ability to:

- Present technical concepts and procedures clearly and concisely
- Schedule activities for effective and efficient utilization of resources
- Interpret technical materials and follow operating instructions
- Inform staff of procedures
- Review data for accuracy
- Work under pressure of deadlines
- Establish rapport and work effectively with others
- Utilize Excel to capture, transform, and analyze data

## ENTRANCE QUALIFICATIONS

### Education and Experience:

#### School Office Computer Coordinator (Infant/Preschool or Elementary)

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in data processing and supervision.

AND

Two years of experience with data entry in various databases including Microsoft Access and Excel. One year of this experience must have included using EESIS, MiSiS, or Welligent. Verification of successful completion of the MiSiS Course MNA 180-E – School Front Office Procedures in MiSiS (Elementary) conducted by the MiSiS Training Team may substitute for the year of the required MiSiS experience. Completion of MiSiS Courses MDV 100 – MiSiS Data Validation Process Overview Using Certify and MXL 180 – Intro to Excel Basics Using MiSiS is preferable.

School Office Computer Coordinator (Secondary)

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in data processing and supervision.

AND

Two years of experience with MiSiS enrollment and attendance procedures. Verification of successful completion of MiSiS Course MNA 180-S – School Front Office Procedures in MiSiS (Secondary) conducted by the MiSiS Training Team may substitute for one of the required two years of experience. Completion of MiSiS Courses MDV 100 – MiSiS Data Validation Process Overview Using Certify and MHS 180 – Basic Ad Hoc Reporting in MiSiS is preferable.

School Office Computer Coordinator (Adult)

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in data processing and supervision.

AND

Two years of experience operating an office computer in application of data related to functions such as student information systems, budget, finance, personnel, and payroll. One year of this experience must have included experience with ASIS. Completion of Adult Student Information System (ASIS) Course 101 – Adult SIS – ASIS Basic conducted by the Office of Data and Accountability (ODA) is preferable.

SPECIAL NOTE:

1. Incumbents in some positions may be required to work atypical work weeks, evenings, and weekends.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JXC