



Student Information and Compliance Specialist

GENERAL SUMMARY

Under the general supervision of their Designated Supervisor, the Student Information & Compliance Specialist is responsible for the accurate collection, maintenance, and reporting of student data across multiple District systems, including but not limited to Student Information System (i.e., Synergy), CALPADS, SEIS, enrollment, attendance, and student records. This position monitors student attendance closely, ensuring accuracy and compliance with state and district requirements, and works collaboratively with school site staff to support attendance tracking and interventions. The Specialist ensures full compliance with local, state, and federal reporting mandates, supports the effective use of student information systems, and contributes to data-driven decision-making by maintaining high standards of data integrity and timely reporting.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Registers new students and maintains cumulative files, including processing interdistrict transfers and managing related documentation.
2. Inputs and maintains accurate attendance and enrollment data in the Student Information System (SIS); generates and distributes related reports as needed.
3. Enters and verifies student data for state-mandated reporting, including but not limited to CBEDS, CALPADS, PFT, SEIS, and reports for affiliated charter schools.
4. Maintains and updates district immunization records in accordance with public health requirements.
5. Prepares attendance letters, monitors chronic absenteeism, and processes independent study agreements (e.g., master agreements and related documentation) in compliance with state regulations.
6. Processes student enrollments, transfers, withdrawals, and changes to ensure current and accurate student records.
7. Assists in setting up accounts for applicable programs; assigns service providers (e.g., Speech-Language Pathologists); tracks student participation and records relevant data.
8. Operates a variety of standard office equipment, including copiers, calculators, intercom systems, fax machines, laminators, walkie-talkies, and telephones.
9. Performs general clerical duties such as filing, organizing, copying, assembling, and

preparing a variety of documents, forms, and reports related to school operations and student programs.

10. Processes and maintains accurate student information for affiliated charter schools, including timely data transfers and reporting.
11. Frequently uses standard computer programs and platforms (e.g., Microsoft Office, Google Workspace) to perform duties efficiently and accurately.
12. Supports the administration of grant-funded programs, including maintaining applicable documentation and collaborating on grant development with designated staff.
13. Monitors compliance with attendance and student data requirements; collaborates with district and school site staff to ensure accurate reporting, data integrity, and adherence to federal, state, and local regulations.

SECONDARY DUTIES AND RESPONSIBILITIES

1. Must complete mandatory training(s) assigned by the District that is generally applicable to all classified employees or employees in this classification.
2. Performs other reasonably related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Student Information Systems (e.g., Synergy, Aeries, PowerSchool, or similar platforms) and related database functions.
2. State and federal student data reporting requirements, including CALPADS, CBEDS, SEIS, PFT, and other compliance mandates.
3. Enrollment and attendance regulations, including independent study and inter transfer processes.
4. Health and immunization recordkeeping requirements under California public health codes.
5. Office practices and procedures, including proper filing, recordkeeping, and document retention.
6. Family Educational Rights and Privacy Act (FERPA) and student data confidentiality laws and ethical standards.
7. Google Workspace (Docs, Sheets, Gmail, Drive) and Microsoft Office Suite (Word, Excel, Outlook).
8. Knowledge of functions and clerical operations of an administrative office, preferably in a school setting.
9. Knowledge of professional telephone techniques
10. Ability to effectively communicate with students, parents, and other community partners.
11. Ability to interpret rules, regulation laws and policies governing the District.
12. Proficiency in correct English usage, spelling, grammar, proofreading, and punctuation.
13. Skilled in working with the public and school community.
14. Professional demeanor that establishes a professional example for school-aged children.
15. Ability to maintain multiple assignments/projects at the same time.

16. Ability to work quickly and prioritize projects using professional judgement.
17. Ability to accurately interpret and carry out both oral and written instructions.
18. Establish and maintain cooperative relationships.
19. Ability to understand and carry out oral and written instructions.

WORKING CONDITIONS

With or without reasonable accommodation

1. This job is performed in a generally clean and healthy environment.
2. Lifting/carrying objects such as office supplies, files, and boxes of documents.
3. Bending, stooping, and crouching to reach files.
4. Reaching at and above shoulder level for files and other supplies and equipment.
5. Fine finger dexterity.
6. Hearing and speaking to communicate.
7. Visual acuity to read documents and a computer screen.

CERTIFICATES/LICENSES/EDUCATION/TESTING REQUIREMENTS

1. Experience working with student information systems, CALPADS reporting, or related data management in a school or district setting. Other experience shall be considered.
2. Bachelor's degree from an accredited institution or equivalent combination of education and experience in student data management, school operations, or related administrative work.
3. After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance at District expense.
 - Negative pre-employment drug screen test through District's provider at District expense.
 - Negative TB test results, plus periodic post-employment retest as required through the District provider at District expense.
 - First Aid and CPR certification

Updated July 28, 2025

Board Approved: November 12, 2025