

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED JUNE 2004**  
**RANGE: 60.0**  
**TECHNICAL/SPECIALIST SERVICES SERIES**  
**CLASSIFIED**  
**CODE: None**

**CSIS IMPLEMENTATION SPECIALIST**  
**(California School Information Services)**

**DEFINITION**

Provide remote and on-site implementation management assistance to local education agencies for the CSIS Program and its multiple project awards;

conduct data management, technical and process readiness assessments;

develop sustainability strategies, processes and guidelines;

guide and assist local education resources in local implementations;

assist Chief Operations Officer and other Program managers in strategic and tactical planning based on project management, process and technical evaluations.

**EXAMPLES OF DUTIES**

Under the direction of the CSIS Director of LEA Projects, or the CSIS Special Projects Administrator, duties will include, but not be limited to:

assist in support of and service to local education agencies;

assist in support of and service to postsecondary education segments, and education research agencies;

assist LEA participants with development and implementation of CSIS contract deliverables;

assist CSIS Project Managers with technical assistance during on-sight evaluation and oversight activities, and quality assurance including assessment and verification on LEA completed deliverables;

assist CSIS Director of Client Services with LEA training development and strategy;

participate in the development of CSIS and LEA project plans;

coordinate and/or develop user documentation with the assistance of designated CSIS staff;

participate in CSIS Advisory Group (CAG) and Project Focus Groups activities as directed;

work as part of local implementation teams, providing guidance and assistance as mutually agreed by the local Superintendent (or other authorizing role) and the CSIS Chief Operations Officer;

assist Chief Operations Officer and CSIS managers with other duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Considerable knowledge of local education agency systems and management operations, especially student information management, project management issues and concepts;

excellent written and verbal communications skills.

### Ability to:

Proven ability to coordinate multiple project areas and entities;

work independently with organization and flexible teams;

build and manage constructive relationships with all stakeholders.

### Experience:

Candidates should have a minimum of three years in system implementation management, as well as experience in project and staff operations.

Experience in K-12 and/or postsecondary systems is highly desired.

### Education:

Graduation from an accredited four-year college or university with a major in business, information technology or related field desired.

### Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position has a probationary period of six months or 130 days, whichever is longer.

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7/26/04

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