

## Database Analyst

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$39.59 to \$45.84 hourly  
**Employment status:** Contract / Temporary

### Description

#### Job Description:

We are seeking a dedicated individual to join our team as a Special Education CALPADS Coordinator. In this role, you will be responsible for managing Individualized Education Programs (IEPs) within the CALPADS system, ensuring accuracy and compliance with state reporting requirements. This position requires a strong understanding of CALPADS, experience with data management, and the ability to collaborate effectively with both the Special Education and IT teams.

#### Responsibilities:

1. Manage the creation, maintenance, and submission of IEPs within the CALPADS system.
2. Collaborate with the Special Education team to ensure accurate and timely reporting of student data.
3. Monitor feedback from state agencies regarding CALPADS errors and work to resolve issues promptly.
4. Conduct fact-finding missions to identify and rectify errors in CALPADS data.
5. Work closely with the IT team to troubleshoot technical issues related to CALPADS.
6. Ensure data accuracy and integrity within the CALPADS system.
7. Utilize AIRES or other student information systems (SEIS) to facilitate data management tasks.
8. Assist in additional tasks as needed to support the Special Education department and CALPADS reporting requirements.

### Requirements

#### Qualifications:

1. Bachelor's degree in Education, Information Systems, or related field preferred.
2. Prior experience working with CALPADS or similar education data management systems is required.
3. Familiarity with IEP management processes and special education regulations is preferred.
4. Strong attention to detail and ability to analyze complex data sets.
5. Excellent communication and interpersonal skills, with the ability to collaborate effectively across teams.
6. Proficiency in AIRES or other SEIS platforms is advantageous.
7. Ability to prioritize tasks and manage multiple deadlines in a fast-paced environment.

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