COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT
CLASSIFICATION: CLASSIFIED
JOB TITLE: STUDENT DATA TECHNICIAN

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, the Student Data Technician sets up, maintains and oversees the student information system. Ensures proper collection of various data for State and Federal compliance reporting including, but not limited to, attendance collection, English Language Learners, Migrant, Homeless, Indian Ed. and other accountability programs. Assists with the coordination of all State and Federal mandated student testing including the California English Language Development Test. Creates and manages a profile of the District's student population and charts progress in order to evaluate and manipulate factors that impact academic growth. Components include student demographics and academic longitudinal performance studies. Serves as a SELPA liaison with State, county, District and School Sites for the exchange of data with other schools or districts regarding State or Federal Programs.

REPRESENTATIVE DUTIES:

Communicates with district and non-district personnel concerning the establishment and use of databases including the exchange of data and serves as district liaison regarding Aeries network and software providers, Assessment Software, food Service software, California Longitudinal Pupil Achievement Data System (CALPADS) and other related software that serves the general operation of the District. Updates and maintains the district website per scheduled assignments. ***E***

Facilitates data conversions from our District Student information System to other Information System databases as required for reporting and compliance. ***E***

Facilitates import/export of digital curriculum. ***E***

Coordinates/plans upgrades to existing software programs. Develops, manages and/or maintains software documentation. ***E***

Identifies and resolves data integrity problems, monitors databases for consistency and standardization of all student data, spot checks student data for compliance.Maintains back up and recovery of databases.***E***

Plans, designs and manipulates databases for the storage and dissemination of student data. ***E***

Plans, designs and creates scripts for various reports. ***E***

Orders all testing materials. Distributes, collects, verifies and mails all materials. ***E***

Enters data as necessary for various mandated program requirements, such as, but not limited to, Special Education for California Assessment of Student Performance and Progress (CAASPP) testing. ***E***

Analyses appropriate solutions for computer and data processing needs, including the set up and implementation of other modules of the District Student Information System. ***E***

Provides technical support, analysis and training in the use of the software databases to district and site personnel. Trouble shoots software errors and assists users in the use of the District adopted software programs. Advises and makes recommendations for improvement or correction. ***E***

Develops a strategy with site and District administrators that uses the best methods for collecting and maintaining data. ***E***

Facilitates data conversions from the state standardized test program and other site assessment programs. Provides sound and coherent data analysis reporting and processes data with high levels of accuracy for the academic performance studies. ***E***

Uses a wide variety of SELPA adopted software programs in providing necessary data to the district and site administrators needed to complete applications for funding, compliance reports, Local Improvement Plans for grant writing purposes and/or annual evaluations of compensatory education programs, and other state and federal programs and/or grants. ***E***

Provides reports to the administration for SELPA review. ***E***

Provides data to teachers on the status of student progress at the beginning and the end of each school year, using local and state assessment and testing criteria. ***E***

Types and prepares a variety of correspondence and complex materials related to State and Local testing and assessment, create forms for various programs to record data, track students, test scores and other related documents. ***E***

May be required to attend local and state conferences, meetings or trainings to keep up to date with current requirements for collection and reporting of student information data. ***E***

Other related duties as assigned including cross training with other SELPA office staff and a willingness and ability to substitute as needed. Perform receptionist duties as required. ***E***

Perform related duties as assigned. ***E***

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
County Office organization, operations, policies and objectives
Administrative office methods and responsibilities
Applicable sections of the State Education Code and other laws
Instructional support strategies and methods
Principles of training and providing work direction
Interpersonal skills using tact, patience and courtesy
Modern administrative office practices, procedures and equipment
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communication skills
Record-keeping techniques
Alpha and numeric filing systems
Computer hardware and software in order to perform word processing, information retrieval and maintenance of data
Word processing techniques

ABILITY TO:
Perform a variety of complex and responsible administrative support duties
Apply, interpret, and explain the operations, policies and procedures of the Special Education office
Communicate effectively both orally and in writing

Analyze situations accurately and adopt an effective course of action
Work independently with little direction
Prepare and maintain administrative records and files
Compile data and prepare reports
Work confidentially with discretion
Type at an acceptable rate of speed
Plan and organize work
Compose correspondence and written materials independently
Meet schedules and time lines
Operate a computer terminal to enter data, maintain records and generate reports
Establish and maintain cooperative and effective working relationships with others
Train and provide work direction to others
Lift and carry objects weighing up to 25 pounds
Operate a variety of office equipment to perform assigned duties
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

AA degree or equivalent from two-year college or technical school in business or computer science or other related area is desired, BA preferred. Two or three years related experience and/or training; or equivalent combination of education and training. Experience in an administrative or other related office.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office and classroom setting
Constant interruptions

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
Sitting or standing for extended periods of time
Reaching overhead, above the shoulders and horizontally to retrieve and store supplies and files
Bending at waist, kneeling and squatting to retrieve and file records
Hearing and speaking to exchange information on the telephone or in person
Seeing to review, type and distribute materials
Lifting, pushing, pulling and carrying objects weighing up to 25 pounds
Drive a vehicle to conduct work

HAZARDS:
Potential for contact with blood-borne pathogens and communicable diseases
Potential for confrontation with dissatisfied persons

Employee Group: Classified - Confidential
FLSA Status: Non-Exempt
Salary Schedule: 108
Approval Date: September 2021