Madera Unified School District
Classified Job Description

Data Technician

Purpose Statement

Under the supervision of the Administration of Information and Technology; plans, coordinates and performs activities related to the support and operation of the District's Student Information Services system(SIS) the California Longitudinal Pupil Achievement Data System (CALPADS). Confers with administrators and staff to provide support, documentation, training, data extraction, reporting to District staff and governmental agencies, and performs related work as assigned.

This job reports to the Director of ~~Information Technology and Support Services~~ Performance Management and Internal Communication

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Essential Functions

- Provides technical support of the District's Student Information Services (SIS) application and database.
- Identifies, analyzes and resolves problems with administrative software, interacts effectively with users to solve problems and advises on best practices for maintaining data.
- Provides required information extracts to governmental and other outside agencies.
- Establishment and enforcement of data entry standards.
- Establishment, enforcement and maintenance of security standards as defined.
- Interprets state and federal mandates regarding data.
- Manages the student data collection specifically required for CALPADS and similar systems for mandated reporting.
- Communicates mandates to appropriate department personnel.
- Data import/export between SIS and secondary data systems.
- Participates in district mandated training and retraining programs.
- Designs and lay out reports to meet the needs of users and governmental agencies.
- Monitors data base for accuracy and data integrity.

- Maintains knowledge of current state and governmental agencies reporting requirements.
- Alignment of all student data to California Department of Education (CDE) and CALPADS standards and requirements.
- Maintains confidentiality of sensitive employee and student information.
- Provides user training and may travel to school sites in support of related duties.
- Provides training and information to office staff on the new policies related to state reporting.
- Responsible for finding and correcting data anomalies with the SIS data gate and certifying California Basic Educational Data System (CBEDS) or the successor system to it, enrollment totals to be reported to the CDE.
- Manages the California Longitudinal Pupil Achievement Data System (CALPADS) with existing SIS.
- May represent the District to state and local governmental agencies relative to CALPADS and best practices.
- Proficient and skilled in Excel, Word, Web-based tools, SPSS Access, Aeries, CALPADS interface.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of InformationTechnology Department.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to periodically upgrade skills in order to meet changing job conditions. Specific skilled-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; problem solving, logical thinking, preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/ or facilitate group discussions; and analyze situations to define issues and draw conclusions related to data managemenent. Specific knowledge based competencies required to satisfactorily perform the functions of the job include; enterprise computer applications; PC applications; school operations; work process analysis techniques; and database management systems, concepts, and usage.

ABILITY is required to schedule activities; often gather, collate, and/ or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/ or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to

identify issues and create action plans. Problem solving with data requires independentent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include; communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; setting priorities, meeting deadlines and schedules; working with detailed information/data; and applying logical processes and analytical skills.

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined buget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 10% standing. This job is performed under minimal temperature variations.

Minimum Qualifications

Experience: Two years of advanced clerical experience working with data systems applications, and data input consisting of programs like CBEDS and CALPADS or other complex data sets. Must be skilled in Excel, Word, Web-based tools and Aeries.

Education: High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Clearance

Physcial Demands (A)

FLSA Status	Approval Date	Salary Range
Non Exempt	09/20/12	Classified salary range