



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
Data Specialist Technician

JOB DESCRIPTION

ESSENTIAL FUNCTION

Under the direction and supervision of the Manager for Information Technology, the Data Specialist Technician is responsible for input and data management of accurate information related to the District's information systems and databases. This position will work in support of District Departments to develop reports, input data, and manage the District's web pages

DIRECTLY RESPONSIBLE TO

Manager of Instructional Technology
and Media Services

IMMEDIATE SUBORDINATES

none

DUTIES AND RESPONSIBILITIES

- Coordinates with other District Departments to verify accuracy of student information in District's Student Information Systems (SIS) program (Powerschool)
- Ensures data integrity by following district and state data standards and performing routine data verification activities.
- Creates Student access and account lists for creation of new student accounts at the beginning of each school year
- Runs weekly report from SIS to find new students, create a spreadsheet file with the new student names and passwords to coordinate new student entries with Server coordinator
- Runs weekly rostering data from SIS
- Performs a variety of routine clerical functions such as answering telephones, processing forms, filing, copying and ordering supplies pertaining to areas of responsibility
- Implements and maintains database systems in accordance with areas of responsibility
- Prepares exports from SIS into other databases
- Perform imports and exports of data from one software program to another
- Produces student achievement results from publisher and district prepared data, input data into various software programs for disaggregating information (ex. DataDirector)
- On as needed basis, provides data entry and support services as required for special projects such as STAR and CSIS, etc.
- Establishes systems to monitor website users, and analyzes a variety of data including number of user visits, paths utilized, and time spent on each site
- Evaluates user trends and recommends modifications to provide on-going improvement of the district's website
- Meets with various district departments to consult with staff regarding development and maintenance of department web pages
- Provides design and technical support in updating District web pages as new trends and programs are developed

- Provides continuity to the entire District website, including aspects of development, design, and marketing
- Programs and develops graphic design to support interactive content on District Web pages, including multimedia and QuickTime applications
- Refers problem situations to supervisor
- Perform other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles of electronic data entry and data record handling
- Modern technology, including computer proficiency, daily use of common software such as Apple Operating Systems, MS Office Suite, Internet, Safari, Firefox, Internet Explorer, etc.
- Data processing systems including student systems, student calling systems, etc.
- Database operations, with preference for PowerSchool
- Macintosh and Windows operating systems and software
- Oral communication skills
- Effective interpersonal skills
- Telephone etiquette
- Correct English usage, spelling grammar and punctuation
- Current webpage software applications and tools
- FTP/HTTP concepts and technologies
- File size and image compression issues
- Graphic creation and manipulation tools

Ability to:

- Use common spreadsheet and database applications
- Operate assigned equipment quickly and accurately
- Communicate effectively with all levels of staff and the public
- Learn and apply general District policies and procedures
- Operate a computer to enter, retrieve, and update information while maintaining extreme accuracy
- Establish and maintain cooperative working relationships with colleagues and supervisors
- Extensively use Central Union School District student and related systems such as SIS (ex. PowerSchool), student calling systems, student assessment system (ex. DataDirector), etc.
- Proficiently use Microsoft Excel spreadsheets and Filemaker Database systems to include exports, text data, filtering, sorting, matching and reporting
- Manage several projects/programs simultaneously and maintain high quality services
- Design and implement user-friendly and creative web pages, forms, and surveys
- Design and develop professional quality graphics for use on district website.
- Plan and organize work
- Meet schedules and time lines

Education and Experience:

- Two years of college, or equivalent, with emphasis on technology/computer systems
- Work experience in computer related field may be substituted for college level coursework
- Preference for two years experience in web design and programming

Requirements:

- Possess a valid California Driver's License and maintain insurability
- Tuberculosis Screening
- Department of Justice and Federal Fingerprint Clearance

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Sit for extended periods of time
- Use hands to finger, handle, or feel objects, tools, or controls
- Speak clearly and communicate with others
- Hearing to understand and carry out oral instructions
- Possess specific corrected or uncorrected vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

The employee is occasionally required to:

- Stand
- Walk
- Bend
- Stoop
- Reach or pull with hands and arms.
- Lift and/or move up to 30 pounds, with periodic need to lift items weighing up to 100 pounds

WORKING ENVIRONMENT

Twelve (12) month work year. Centralized office environment with some visits to schools as needed. Work setting may experience constant interruptions. The noise level in the work environment is usually quiet, however, may experience noise related to electronic equipment (hum, fan noise, etc.) Assigned shift may be changed to accommodate needs during peak periods, such as registration and enrollment.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.