

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: DATA SUPPORT TECHNICIAN

BASIC FUNCTION:

Under the direction of assigned administrator, performs technical duties in the management of the student information database systems; prepares, reviews, transmits and maintains California Longitudinal Pupil Achievement Data System (CALPADS) database; collaborates with department staff to help support the student database system and to prepare documentation and mandated reports; manages the accuracy of an assigned database to compile statistical reports as requested; trains staff in the use and maintenance of assigned student databases and related applications.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Collaborates with department staff to support and maintain the district student system, other systems and state and federal reporting.

Communicates with various departments, personnel, school sites and outside agencies to exchange information, respond to various inquiries, coordinate activities and resolve issues or concerns; disseminates information in compliance with District, State and federal student database requirements.

Develops and updates a procedural manual and user instructions specific to the use of a student database.

Inputs and compiles data from a wide variety of sources; manipulates large sets of data; transfers data between the district student system and CALPADS.

May drive a vehicle to conduct work.

Maintains a variety of files and records; compiles pertinent information in compliance with applicable federal, State and District regulations; prepares and maintains detailed documentation of CALPADS processes and other systems supported by the department.

Performs a variety of activities in maintaining and improving designated databases to include organizing the collecting and updating of data; develops systems for data backup; assures compliance with District, State and federal student database requirements.

Prepares and provides state and federal submission reports to various departments and staff members.

Prepares, reviews, diagnoses, corrects, transmits and maintains CALPADS data; assures accuracy of various submissions.

Prepares, implements and maintains documentation of student database procedures.

Provides assistance with various district supported software and applications to site users; creates user accounts on district network and student database applications.

Provides guidance to clerical personnel responsible for data entry and maintenance of records.

Provides training and technical support to staff in the use of designated student database systems and in the use of related applications; serves as liaison regarding designated student databases.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic mathematical calculations.

Computer hardware systems and software applications utilized.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills including tact, patience and courtesy.

Modern office practices, procedures and equipment.

Operation of a variety of office equipment, a computer and assigned software.

Oral and written communication skills.

Principles of data storage and handling techniques.

Principles of database management and documentation.

Record-keeping and report preparation techniques.

Specification and formatting of reports utilizing student database software.
Student information databases, spreadsheets and data processing systems.
Troubleshooting techniques for application software and peripheral.

ABILITY TO:

- Add, subtract, multiply and divide quickly and accurately.
- Analyze data systems, identify problems and develop effective solutions.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Develop database reports.
- Establish and maintain cooperative and effective working relationships with others.
- Facilitate group discussions
- Implement a system to backup data to ensure integrity of the student database.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Present technical concepts clearly and concisely both orally and in writing.
- Provide support and training to personnel concerning student database software applications.
- Provide training for staff in the use of database, spreadsheet, and related systems.
- Type and input data with accuracy and at an acceptable rate of speed.
- Understand and follow oral and written instructions.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and three years of responsible clerical experience , preferably with experience working with student database systems such as CALPADS/AERIES and Student Assessment Program.

LICENSES AND OTHER REQUIREMENTS:

- Successful passage of the District's Job Related Proficiency Test.
- Valid California Class C Driver's License and Evidence of Insurability.
- Certificates in job-related software applications is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor/Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Seeing to view a computer monitor.
- Hearing and speaking to exchange information in person and on the telephone.

HAZARDS:

- Traffic hazards.

FLSA Status

Non Exempt

Approval Date

4/28/14, 9/28/17

Salary Range

Classified 58