

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: EDUCATIONAL DATA SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Technology and Assessment, performs technical duties in the development and management of assigned student assessment databases, educational technology systems; collaborates with department and IT staff to help support student systems and to prepare help documentation and mandated reports; trains staff in the use and maintenance of assigned student databases and related applications; researches, analyzes, interprets data, creates reports, and modifies various database systems in support of special projects, instructional programs, curriculum, professional development, and other initiatives as assigned; generates assessment items and tasks per specifications; collaborates with District staff in the preparation, maintenance, and troubleshooting of educational technology.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Analyzes, synthesizes, and interprets data using computerized statistical models and/or databases.

Assists in the development, coordination, and implementation of research and evaluation tools and customized databases using data extracts from multiple sources.

Collaborates with District staff to support and maintain, clarify, and resolve issues with the district student systems, other systems and state and federal reporting.

Collaborates with District staff to determine and communicate appropriate utilization and dissemination of data.

Collaborates with District staff to evaluate and make recommendations related to software and hardware products.

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 requirements.

Coordinates, collects, and assures accuracy of data for student achievement and special projects.

Develops and updates documentation specific to support database, reporting activities, and other applications

Inputs and compiles data from a wide variety of sources; manipulates large sets of data; transfers data between district and state student systems.

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 systems and processes supported by the department.

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

Prepares, designs, and provides reports and data displays to various departments and staff members.

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.
Microsoft Office Suite (Word, Excel, Access, PowerPoint).
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.
Principles of qualitative and quantitative data analysis and evaluation and use of related software.
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.
Collect, coordinate, organize, analyze, interpret, display, and report diverse data.
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 timelines.
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: a bachelor's degree in a related field, and two years of recent experience in evaluation/ research, analysis and report preparation. Experience with student databases systems and student assessment programs preferred.

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

2/17/20