

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: STUDENT DATA TECHNICIAN

BASIC FUNCTION:

Under the direction of assigned administrator, support the Special Education Department in a variety of clerical and data-related tasks to ensure efficiency of department functions, the proper placement of students, and to ensure compliance with State and federal laws, codes, rules and regulations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Communicates with staff, parents and outside organizations and contacts to exchange information, resolve issues or concerns and coordinate activities; assists staff and others in the proper operation of the system.

Creates, modifies, deletes and maintains user accounts within an assigned database; provides technical assistance to Special Education employees and school site administrators; provides basic user training for new employees; troubleshoots simple database issues and relays escalating concerns to appropriate personnel.

Inputs student data into appropriate databases and maintains related documentation; maintains cumulative files, records, forms and other items as appropriate to the assigned program; receives and processes IEPs as assigned.

Maintains a variety of records related to Special Education students; creates, modifies, requests, removes and edits student records as required and in accordance with established policies and procedures; upload related reports; communicates with outside districts and personnel to rectify missing or incomplete information.

Monitors, reviews and reports on CASEMIS data; monitors for compliance and communicates corrections with appropriate personnel; ensure accuracy of data and related reports.

Operates a computer and assigned office equipment; troubleshoots equipment or software malfunctions and performs minor maintenance as needed.

Processes transportation request forms for eligible students; communicates with related personnel to confirm services and provide information regarding implementation and student needs.

Provides support for School Based Medi-Cal Administrative Activities; monitors compliance with procedural guidelines and regulations; communicates with staff regarding submissions; updates and certifies calendars, participant lists and other documents; reviews reports for accuracy.

Provides support to the Parentally Placed Private School Students system, Non-Public School/Day Treatment schools, Out of District Incoming students and other assigned programs and systems requiring student data functions; conducts parental intake communication to process requests; verifies attendance.

OTHER DUTIES:

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

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student information system, spreadsheet and data processing systems.

Operation of a computer and assigned software.

Operation of a variety of standard office equipment.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Correct English usage, punctuation, spelling and grammar.

Statistical record-keeping and report-writing techniques.

ABILITY TO:

Perform a variety of technical duties in the management of the student information database for an assigned school.

Create and maintain school, program and student database for information and analysis.

Assure accuracy of data input and management.

Communicate with departments to comply with project timelines throughout the school year.

Manage the accuracy of the database to compile statistical reports.

Maintain confidentiality of student information.
Establish and maintain cooperative and effective working relationships with others.
Prepare comprehensive statistical reports.
Prioritize and schedule work.
Meet schedules and timelines.
Verify accuracy of input and output data.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and three years of responsible clerical experience, including experience working with student information systems.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

FLSA Status

Non Exempt

Approval Date

9/28/17