

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: CALPADS/DATA TECHNICIAN

DESCRIPTION OF BASIC RESPONSIBILITIES

Under direction of assigned administrator, performs a variety of data of technical and analytical data integration as it relates to State CALPADS mandates, requiring independent judgment and discretion; performs essential job duties and responsibilities and other related duties as may be assigned.

SUPERVISOR: Technology Coordinator

TYPICAL DUTIES:

1. Be familiar with computer programming techniques;
2. Operate a computer to input and extract data from automated information management, storage, and retrieval systems;
3. Understand, analyze, evaluate and validate CALPADS Reports and submissions;
4. Reconcile data between student information system and CALPADS system;
5. Responsible for all accurate and timely CALPADS submissions and reporting;
6. Communicate effectively with all levels of district and site personnel; attend/conduct ongoing meetings with staff that are involved with CALPADS;
7. Serves as district CALPADS representative;
8. Organize and prepare application software documentation, procedural documentation, and operation instructions;
9. Make necessary corrections or refers data to those responsible for submission for correction;
10. Provide details about data and data relationships to help prepare specifications for collecting, maintaining, and reporting information;
11. Use a variety of tools to monitor and evaluate data in the district's student systems;
12. Perform complex and technical clerical work involving reviews and audits of a variety of materials requiring familiarity with policies, practices, and procedures;
13. Use technical knowledge and knowledge of district data resources to consult with school sites and other divisions to solve sophisticated data problems;
14. Responsible for the creation, scheduling, and documentation of custom extracts and ad-hoc reports;
15. Work independently without direct supervision;
16. Maintain certified State reports;
17. Design and execute specialized complex queries using a variety of databases and software;
18. Monitor the integrity of assessment databases;
19. Perform data extracts and imports for State/Federal Data Reporting processing;
20. Update Student Information System related data;
21. Perform other related duties as may be required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Operation of district database systems, CALPADS system, and other Microsoft applications;
- Basic logic and /or programming principles;
- Correct English usage, spelling, grammar and punctuation;
- Report preparation and formats;
- Technology related to electronic submission of data to the CDE, CALPADS, and other organizations;
- Logical steps in computer operating systems and record management.

Ability to:

- Audit and reconcile data of more than average difficulty;
- Type or keyboard at a net corrected speed of 45 net words per minute;
- Set priorities and meet deadlines;
- Communicate effectively both orally and in writing;
- Analyze and interpret state reports and provide feedback on methods to correct errors;
- Compile complex statistical reports;
- Understand and carry out oral and written directions;
- Detect errors in printed output and troubleshoot query problems;
- Interpret an extensive variety of technical instructions;
- Develop and maintain effective working relationships with those contacted in the course of work;
- Ability to work under pressure, meet deadlines, and establish priorities;
- Learn and utilize new and current technologies.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

Education: Equivalent to graduation from high school and possession of the knowledge and abilities listed above. College level or technical training in data processing and computer programming preferred.

Experience: Three (3) or more years of extensive experience working with databases supporting specific purpose applications and support services, and acting as a resource for problem identification and resolution concerning data issues; Three (3) or more years of increasing responsibility supporting a specific purpose applications environment in a school district is preferred.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL CHARACTERISTICS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential duties and responsibilities of the position.

Physical Demands: Sitting (up to continuously); stand, walk. Bend, stoop, look up/down (Occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard; mouse, handwriting, files and phone (continuously); lift/carry office supplies up to 10 pounds (occasionally); to 30 pounds (infrequently); use seeing, hearing and speaking.

Working Conditions: Indoors office setting; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust and fumes or airborne particles.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.