



PERSONNEL COMMISSION

Class Code: 3360
Salary Range: 18 (C1)

SCHOOL DATA TECHNICIAN

JOB SUMMARY

Under the direction of an assigned supervisor, perform technical duties related to the electronic data processing operations and systems at an assigned school site; assure accurate accounting of student enrollment and attendance; generate various monthly and annual ADA reports; establish, prepare and maintain accurate student records and files; communicate with staff, student, parents and others to provide information concerning student attendance and related data; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform technical duties related to the electronic data processing operations and systems at an assigned school site; assure accurate accounting of student enrollment and attendance for various monthly and annual ADA reports; generate a wide variety of reports such as student demographics, transcripts, class load, ethnic status and grades; maintain and update student information such as addresses, phone numbers and assigned counselors. **E**
- Operate a computer and assigned software applications including the student information software system; operate a variety of peripheral computer equipment including local and network printers. **E**
- Provide technical support and training to staff in computer operations; troubleshoot system problems and perform minor repairs to computers and peripheral equipment; arrange for major repairs as necessary; oversee maintenance of assigned databases. **E**
- Order and maintain inventory of computer supplies according to established procedures; maintain related records. **E**
- Input enrollment data for new and returning students; process student drops and program changes; distribute and collect grade and progress reporting forms; scan forms and generate student report cards, progress reports, transcripts and grade labels; perform daily backups of files from the server. **E**
- Calculate eligibility grade point averages, cumulative GPA's, and class ranking by school grade level according to established schedules; distribute student grade information to teachers and administrators as required. **E**
- Generate various computer reports, mailing labels and class lists as requested by faculty and staff; create correct queries or matrixes and determine appropriate information needed for various reports; process transcript requests for students; purge student records as required. **E**

- Input and generate attendance data and distribute attendance reports as required; audit, reconcile and adjust attendance reports; submit reports to appropriate personnel. ***E***
- Input, update and assure the accuracy of master schedule courses; assist school staff, counselors and teachers in related issues such as balancing class size and class schedule planning; provide information related to schedule changes, conflict or other issues. ***E***
- Provide student attendance information to staff, parents and authorities as requested; explain and interpret rules, procedures, precedents and activities as needed. ***E***
- Operate a variety of office equipment including a copier, fax machine and telephone. ***E***
- Perform a variety of clerical support duties for school administrators; answers telephones and take and relay messages; type correspondence, memoranda and bulletins; file student documents; receive and sort incoming mail. ***E***
- Train and provide work direction to student assistants. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The class of School Data Technician is designed to serve the electronic data processing operations and systems at District high schools, Regional Occupational Program (ROP) or School for Adults where there is a complement of equipment and software to process, store and print out data, reports and records. Incumbents apply knowledge of the software and hardware in resolving and trouble shooting operating problems of the system or seeking assistance from the District computer center. Incumbents also assist others using equipment networked to the system.

EMPLOYMENT STANDARDS

Knowledge of:

Methods and practices of operating an electronic data processing computer and peripheral equipment.

Operation of assigned software applications including the student information software system.

Attendance laws, codes, rules and procedures.

Technical aspects of field of specialty.

High school curriculum and subject matter.

Record-keeping techniques.

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

Oral and written communication skills.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment.

Mathematical computations.

Ability to:

Operate a computer and assigned software applications including the student information software system.

Maintain an accurate attendance accounting system.

Compile statistical data in a timely and efficient manner and prepare reports.

Interpret and explain attendance laws and school policies, rules, regulations and procedures.

Provide technical support and training to staff in computer operations.

Troubleshoot system problems and perform minor repairs to computers and peripheral equipment.

Operate a variety of standard office equipment.

Establish and maintain files and records.

Make arithmetic calculations quickly and accurately.

Plan and organize work.

Understand and follow oral and written directions.

Work independently with little direction.

Meet schedules and time lines.

Complete work with many interruptions.

Communicate effectively both orally and in writing.

Education and Training:

Graduation from high school.

Experience:

Two years of clerical experience including experience involving maintaining computerized student attendance records and statistics.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.

Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA 6/22/2000
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