

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Technology Data Specialist**
Department: Technology Department
Reports To: Director of Technology

SUMMARY:

Responsible for installing, monitoring, maintaining, and updating the district's student information system and associated programs and databases; researching, designing, and implementing procedures to audit, certify, and publish student information; performing statistical reporting activities required by the district; process, summarize, analyze, prepare and certify student information reports for the Western Placer Unified School District (WPUSD) and on behalf of WPUSD for local, regional, state, and federal agencies; consults with and provides technical assistance to schools and central office administrators regarding student information analysis activities and reports; and performs related duties as required or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Installs, monitors, maintains, updates, and supports the student information system and associated programs and databases
- * Assists end-users with student database queries and issues
- * Plans, designs, and manages all aspects of new and ongoing requests for student information to comply with state and WPUSD internal data warehouse projects and programs
- * Designs, tests, plans, and performs testing for new associated programs and databases developed internally or through vendor purchases
- * Provides technical assistance to school and district office personnel in use of operational systems or data warehouse tools and statistical analysis to gather data for district reports
- * Assists in the development of standards, policies, and procedures related to maintaining district data
- * Provides training and technical assistance to staff regarding student information system and associated programs and databases
- * Creates, audits, and summarizes student information for other departments to satisfy reporting requirements
- * Provide a positive customer service oriented level of support for district technology users
- * Uses a variety of presentation software to prepare written reports, analyses, and statistical documents for a variety of audiences
- * Research, design, and implement procedures to audit, certify, and publish student and staff information to CALPADS and other local, regional, state, and federal agencies.
- * Support implementation and management of the district Learning Management system (LMS)
- * Develop and implement security policies, procedures, and guidelines for all district data stored in district databases
- * Participate in staff meetings, workshops, conferences, and classes
- * Adheres to and assists in enforcing technology policies, rules, and regulations by reporting violations to appropriate officials and/or administrators
- * Other related duties as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Possession of an appropriate, valid motor vehicle operator's license is required.

EMPLOYMENT ELIGIBILITY:

Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Knowledge, Skills, and Abilities:

- * Monitor, maintain, and administer MS SQL databases
- * Interpret and write complex SQL queries
- * Knowledge of MS Access
- * Demonstrate knowledge of the general principles of data processing, retrieval, analysis, and statistical reporting as related to student information systems
- * Ability to drive a car or district vehicle and possession of an appropriate, valid motor vehicle operator's license
- * Ability to remain current in local, state, and federal student information reporting requirements and accreditation requirements for public schools
- * Technical expertise using data retrieval and reporting software and report formats
- * Ability to communicate effectively, both orally and in writing, including communication of technical information
- * Ability to establish and maintain cooperative relationships with other school personnel and other administrators
- * Knowledge of basic math including calculation of fractions, percent's and/or ratios.
- * Skills to read a variety of manuals and understand multiple-step instructions
- * Skills to write documents following prescribed formats and/or present information before groups
- * Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions
- * Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings
- * Ability to interpret and implement rules relating to Western Placer Unified School District policies
- * Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment
- * Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation
- * Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment
- * Ability to apply problem-solving techniques to analyze issues, create plans of action and reach solutions.

EDUCATION and/or EXPERIENCE:

- * AA degree in Computer Science, Information Systems or equivalent preferred. High school diploma required.
- * Five years' experience in database management and software support. Skill set in student information system preferred.

LANGUAGE SKILLS:

- * Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals.
- * Ability to communicate effectively with others regarding technology issues.

PHYSICAL DEMANDS:

- * Lift and/or move up to 50 pounds such as technology and networking equipment.
- * Push or pull items such as furniture and equipment.
- * Interact with other staff members.
- * Climb a step stool or ladder and reach above shoulders.
- * Sit or stand for extended periods of time.
- * Squat, stoop or kneel.

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- * Reach above the head and reach forward.
 - * Stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; use hand strength to grasp tools; and to talk and hear.
 - * See up close, have color and peripheral vision, have depth perception, and the ability to adjust focus.
 - * Frequently bend or twist at the neck and trunk more than the average person.
 - * Ability to see and read a computer screen and printed matter with or without visual aids.
 - * Ability for verbal communications including the ability to speak and hear at normal room levels.
 - * Ability to use computer: terminals, telephones, calculators, copiers, and facsimile.
 - * Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.