

**Western Placer Unified School  
District**

**POSITION DESCRIPTION**

Position Title:       **EDUCATIONAL SERVICES TECHNICIAN**  
Department:         Educational Services  
Reports:             Site Administrator and/or Asst. Supt. Ed Services

**SUMMARY:**

Under the direction of the site administrator, College and Career Coordinator and/or Asst. Supt. of Ed Services, perform a variety of technical duties in the use of the student information system for the district office and school sites.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Collect High School data for CTEIG, AVID, Bi-literacy, CTE Grad Info, GSSMD programs. Data is pulled from a variety of sources including, PowerSchool, Illuminate, InfoSnap, CALPADS, California School Dashboard, CDE DataQuest among others.
- Implement and monitor processes and procedures for identifying and testing students for CAASPP and ELPAC.
- Set up testing windows, adding/updating user roles, uploading student rosters, identifying and updating accommodations for special ed students where required for the CAASPP and ELPAC.
- Assist with the coordination of annual and initial State and GATE testing, including ordering/receiving/inventory/securing of testing materials. Collect/package and ship testing materials from schools, and organize using the guidelines provided by the scoring service center. Input testing results, generating a variety of reports for parents and school sites.
- Maintain current 504 student plans and updating 504 student information in Powerschool.
- Student Withdrawals Tracking of Lincoln resident students when student withdrawal notices are received from out of district schools.
- Prepare and provide records and transcripts upon request from educational institutions.
- Special Program Tagging Tag special program students in PowerSchool and provide enrollment numbers upon request.
- Fulfill new course requests from sites.
- Assist in the setting up of summer school in PowerSchool.
- Support secondary schools in their master scheduling upon request.
- Provide Powerschool support/troubleshooting as needed within the district.
- Assist the CALPADS Coordinator with CALPADS requirements and fixing CALPADS errors.
- Develop statistical reports are requested.

**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 the essential functions.

**EDUCATION and/or EXPERIENCE:**

Four-year college degree preferred, preferably in education or other college/career related field. Two years of increasingly responsible experience in supporting college and career readiness.

**LANGUAGE SKILLS:**

Ability to read and comprehend complex instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret bar graphs. Ability to solve one- and two-step algebraic equations

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 lbs such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**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.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

***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.***

***Pending Board approval on September 7, 2021***