

Data and Accountability Technician

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The Data and Accountability Technician will perform a variety of technical computer operations involved in generating mandated and requested computerized reports including verification, record-keeping and reporting of assessment, demographic and program data for the District; analyze Student data for accuracy to ensure the integrity and credibility of the District; provide assistance to system users in software operations and applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform a variety of technical computer operations involved in generating mandated and requested computerized reports); analyze and respond to data processing requests; initiate queries, compile information, process reports and manipulate data as appropriate; including Local Control and Accountability Plan (LCAP), and assist with California Longitudinal Pupil Achievement Data System (CALPADS).

REPRESENTATIVE DUTIES:

1. Assists in collecting data and developing reports for local assessments (Benchmarks, Attendance, Discipline, Intervention, etc.), annual compliance reviews (SARC, Williams, CBEDS), State (LCAP/LCFF, CAASPP, CBEDS, ELPAC, PFT, CTE, Linked Learning, etc) and Federal (CRDC, etc.) reporting; supports the district in meeting testing and reporting deadlines.
2. Assist in the preparation and administration of large and small scale evaluation studies of local instructional and intervention programs and special projects as requested utilizing office software and a variety of related materials such as data collection forms and instructions for surveys; tracking and monitoring data collection efforts; performing data entry and preparing data in spreadsheet and database software for analysis; editing tables, graphs, and charts; and assisting with preparation of reports and presentation materials.
3. Import a variety of data files for use in various management and instructional programs, (Ellevations, Edivate, EADMS, Journeys, Collections, Thinkcentral, Achieve3000, iRead, etc.)
4. Audits district databases for quality and accuracy; prepares reports and queries as requested; facilitates communication on standards of operation, prepares reports as requested.
5. Maintain and file required records; retrieve specific files requested by local, state, or federal auditors.
6. Assist the Student Information Support (SIS) technician with the implementation and ongoing maintenance of the District Student Information System and the California Longitudinal Pupil Achievement Data System (CALPADS) with required maintenance and corrections; audits reports; updates Teacher information in CALPADS for the purpose of providing pertinent, up-to-date staff information for reporting purposes; assists in requests for identifier numbers for new enrollees; assists with preparing Annual Maintenance submissions.
7. Assist in the training of users in the use of the current student information system, testing software, and software for assessment of district programs and students; facilitates communication on standards of operation.
8. Prepare/create correspondence, forms, flyers, invitations, surveys, reports, etc. for the purpose of disseminating pertinent information to staff, school sites, departments and other agencies
9. Operate a variety of office equipment, including Macintosh and Windows computers, adding machine, scanner, etc.
10. Perform related duties as assigned

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