

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: EDUCATIONAL SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction of a designated Educational Services administrator, performs a variety of technical and clerical duties in the areas of state standardized-testing, categorical programs, student discipline, student attendance, student data and student records.

ESSENTIAL DUTIES:

Under the direction of the designated Educational Services administrator, works to provide technical assistance to school sites in the areas of standardized testing, categorical programs, student discipline, student attendance, student data and student records.

Provides technical assistance with data collection and input, statistical analysis and displays of data related to student information.

Supports teachers, school principals, and other personnel (e.g. answer general questions, provide assistance, resolve issues, etc.) for the purpose of providing technical support regarding district and state required assessment testing.

Maintains state assessment databases (e.g. monitors, updates, verifies accuracy of data, etc.) for the purpose of delivering service in compliance with established guidelines.

Troubleshoots site testing problems (e.g. sign-in access, system operations, etc.) for the purpose of resolving issues and/or escalating for resolution.

Communicates with District and school staff relative to necessary data required by state and Federal laws and regulations related to testing and/or other aspects of department operations.

Compiles data from a variety of sources to complete complex reports.

Designs and executes complex queries and reports using a variety of complex programs, including student-records database.

Monitors student attendance, prepares confidential reports for School Attendance Review Board.

Assures timely communication between the department to which assigned and other district offices and employees through the appropriate use of any and all of the following techniques: telephone, memos, bulletins, e-mail, letters, and notices.

Maintains a variety of complex records and files including materials of a confidential nature.

Researches and compiles information statistical information for various reports, including state, federal and District reports with limited direction.

Completes state and federal reports, applications for funding, and maintains state and federal budgets.

Coordinates communications between the office or department and other District staff and the public.

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Checks records for accuracy and proofreads reports, documents, and other data for accuracy, completeness, and compliance with established standards.

Attends appropriate meetings, trainings and conferences when required.

Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for attendance accounting audit.

Compiles attendance data from school sites (e.g. monthly, quarterly, semi-annual and annual reports, etc.) for the purpose of submitting required information and data to the County Office of Education.

Provides orientation and support to other departmental and school site personnel regarding procedures and program requirements for the purpose of ensuring efficient processing in compliance within district policy and established regulatory guidelines.

OTHER REPRESENTATIVE DUTIES:

Provides secretarial and clerical assistance to other staff members as necessary or directed; maintains an inventory of supplies and materials related to the department’s operation; orders supplies and materials, as necessary; prepares purchase orders.

Receives, sorts, and distributes incoming mail. Makes certain that out-going mail is properly addressed and routed.

May take and transcribe dictation in regard to such items as agendas, minutes, reports, correspondence, memoranda, and bulletins.

May be assigned to perform duties as the District Switchboard Operator/Receptionist on an occasional or relief basis.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision:	Reports to a district-level supervisor or administrator.
Internal Contacts:	Frequent contact with administrative personnel, other secretarial and clerical personnel, and other district employees.
External Contacts:	Occasional contact with personnel of other school districts, employees of the County Office of Education and Department of Social Services, as well as those of federal, state, and local agencies.

QUALIFICATIONS:

KNOWLEDGE OF:

District and department organization, operations, procedures, policies, and objectives.

Current up-to-date office practices, procedures, and equipment.

Telephone techniques and etiquette.

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Statistical and financial record-keeping techniques.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills; using tact, patience, and courtesy.

Operation of a computer work station and other office machines.

A variety of complex software programs and their use.

How to prepare reports, special projects, correspondence, and other communications.

Methods used in compiling complex statistical and financial record-keeping reports.

Methods, practices and terminology used in test administration and the technical aspects of school testing.

ABILITY TO:

Write queries and organize diverse data and prepare complex reports, using appropriate software programs.

Read, comprehend and apply provisions of federal, state and district regulations.

Maintain confidentiality and utilize discretion in all communications.

Operate a variety of complex software programs.

Perform work independently with little direction.

Type at an acceptable rate of speed.

Establish and maintain effective working relationships with others.

Read, interpret, and follow rules, regulations, policies, and procedures.

Operate a variety of office equipment including a computer, calculator, copier, and duplicating machines.

Makes arrangements for meetings, workshops, and conferences.

Maintain a variety of filing systems.

Maintain records and prepare reports.

Set schedules and meet time lines.

Communicate effectively both orally and in writing.

Complete work regardless of interruptions.

Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed.

Make complex mathematical calculations with accuracy and speed.

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Designs graphs/charts to support evaluation findings.

Plan, organize, and coordinate office activities in order to relieve the supervisor or administrator of administrative/clerical details.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent; supplemented by courses in, typing, office practices and procedures preferred.

Experience: Two (2) years of secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hand to finger, handle or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move objects up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PREPARED BY:	Classified Personnel Department	DATE:	February 7, 2005
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APPROVED BY:	Board of Trustees	DATE:	March 17, 2005
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APPROVED BY:	Personnel Commission	DATE:	March 22, 2005
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APPROVED BY:	Personnel Commission	DATE:	May 26, 2020
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