

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATA & ACCOUNTABILITY TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned Supervisor, 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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).

Assist in collecting data and developing reports for local assessments such as Benchmarks, Attendance, Discipline, Intervention, annual compliance reviews including SARC, Williams, CBEDS, State (LCAP/LCFF, CAASPP, CBEDS, ELPAC ,PFT, CTE, Linked Learning) and Federal reporting; support the district in meeting testing and reporting deadlines.

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.

Track and monitor data collection efforts; perform data entry and prepare data utilizing spreadsheet and database software for analysis; edit tables, graphs, and charts; assist with preparation of presentation materials.

Type, input and import a variety of data files for use in various management and instructional programs such as Elevations, Edivate, EADMS, Journeys, Collections, ThinkCentral, Achieve3000, and iRead.

Audit district databases for quality and accuracy; prepare reports and queries as requested; facilitate communication on standards of operation.

Maintain and file required records; retrieve specific files requested by local, state, or federal auditors.

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; audit reports;

update Teacher information in CALPAD.

Provide pertinent, up-to-date staff information for reporting purposes; assist in requests for identifier numbers for new enrollees; assist with preparing Annual Maintenance submissions.

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; facilitate communication on standards of operation.

Prepare and maintain forms, surveys and reports; disseminate pertinent information to staff, school sites, departments and other agencies

Operate a variety of standard office equipment including a computer, assigned software and calculator.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student information system, spreadsheet and data processing systems.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Operation of a variety of office equipment including a computer and assigned software.

Correct English usage, punctuation, spelling and grammar.

Statistical record-keeping, database systems and report-writing techniques.

ABILITY TO:

Evaluate data to discern accuracy or anomalies.

Perform a variety of technical duties related to State and District student assessment programs.

Critically assess and provide recommendations for solving routine problems.

Assure accuracy of data input and management.

Understand and utilize terminology, processes, and operations of department.

Manipulate and organize data for records and reports.

Communicate effectively with students, parents, staff, and administration.

Answer telephones and greet the public courteously.

Prepare and maintain records and reports.

Establish and maintain cooperative and effective working relationships with others.

Determine appropriate action within clearly defined guidelines.

Type and input data at an acceptable rate of speed.

Meet schedules and time lines.

Plan and organize work.

Perform mathematical and basic statistical calculations.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by at least 60 semester units of college credit with an emphasis in any of the following area: Statistics, Data Analysis, Business analysis, Research or Assessment or three years of experience involving assessments, research, and statistics. Progressive experience with using technology with data, assessment and reporting in an educational environment or equivalent experience or education preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

