Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**CALPADS / TECHNOLOGY PROJECTS TECHNICIAN**
Department:	Technology Department
Reports To:	Director of Technology

SUMMARY:
Coordinates the district's data submission to CALPADS and associated programs and databases; audits, certifies, and publishes student and staff information to CALPADS and other 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; other special projects as assigned, and other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Represents the district as the coordinator for CALPADS (California Longitudinal Pupil Achievement Data System) (or other related system) including attending trainings, webinars, consulting with other districts and researching COE websites
- Represents the district as the CDS contact for CALPADS
- Monitors, maintains, and updates the district's data within CALPADS and associated programs and databases as required
- Assist in completing requirements for deliverables as required by COE
- Researches, designs, and implements procedures to audit, certify, and publish student and staff information to CALPADS and other local, regional, state, and federal agencies
- Provides technical assistance to schools and central office regarding CALPADS requirements and reports
- Communicates regularly with the Director of Technology and Technology Data Specialist CALPADS timelines and requirements
- Works with the Technology Data Specialist to provide data entry updates and training to site and district personnel
- Collaborates with the Technology Data Specialist to meet federal, state, and local data requirements within the Student Information System
- Occasionally provides secondary support for the district Student Information System (SIS) as needed
- Adheres to and assists in enforcing technology policies, rules, and regulations by reporting violations to appropriate officials and/or administrators
- May prepare or revise complex documentation in non-technical terms for users
- Performs work related assignments at various district sites remotely and on on-site
- Provides a positive customer service oriented level of support for district technology users
- Supports other Technology Department projects as assigned
- Provides technology support, handling inquiries, and making referrals to specialists when appropriate
- May provide training for district computer users as needed
- Participate in staff meetings, workshops, conferences, and classes
- Installs, configures, maintains, manages, upgrades, troubleshoots, and repairs district approved computers, peripherals, mobile devices, and other technology related devices and equipment;
- Assists school and district office staff with assessment of administrative and/or instructional computer technology software and hardware needs;

- Researchs, designs, and implements procedures to audit, certify, and publish student and staff information to CALPADS and other local, regional, state, and federal agencies

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 candidates 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:
- Interpret and write complex SQL queries
- Knowledge of MS Office Suites (specifically Excel)
- 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
- Knowledge of basic math including calculation of tractions, 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
- Ability to establish and maintain cooperative working relationships
- Ability to communicate effectively with others regarding technology issues

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 preferred. Skill set in student information system preferred.Two years' experience in working with CALPADS

certification preferred.

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.

PHYSICAL REQUIREMENTS:

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 essential functions.

The employee must be able to:

- 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.
- Squat, stoop or kneel.
- 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.

Board Approved 6/6/2023