



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Data and Assessment Technician

JOB SUMMARY:

Under the general supervision of the Director of Curriculum, Instruction, and Assessment, and in collaboration with the Director of Information Technology, performs coordination and monitoring of all educational technology and services. Maintains and prepares a variety of technical, complex, and specialized records and reports; provides digital media resources. Serves as a liaison working collaboratively with Information Services and Educational Services regarding support for educational technology and ease of use for students and staff.

CLASS CHARACTERISTICS:

This position in the Network/Communication Series operates with the focus of providing educational support technology for classrooms across the district including assessment timelines, core program, and applications. The incumbent is responsible for assessment integrity to ensure accurate reporting at the district, state, and federal level.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Provide leadership for project management, technical reporting, standards development, and systems administration and use practices;
- Maintain, monitor, develop, utilize and update specialized databases to maintain assessment data records, including but not limited to: California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), Physical Fitness Test, multiple measures, and benchmarks;
- Prepare and maintain complex comprehensive records/reports for site administrators and staff;
- Provide training, support, operational assistance, and related technical advice in the use of various applications in the classroom, home, or at the District Office;
- Participate, coordinate, or conduct a variety of meetings, professional learning, workshops and/or conferences in order to present information regarding educational technology, data, assessments, etc.;
- Conduct regular system performance monitoring for accuracy, data integrity, and to troubleshoot and resolve data-related issues and implement remediation processes;
- Research, compile, disaggregate, organize, manage, and manipulate large amounts of data to generate charts, graphs, or reports as needed;
- Follow established procedures to maintain confidentiality and security of pertinent data and information, such as: test results, confidential student records, etc.;

- Provide user support training for teachers, staff, and administrators regarding the student database management system, such as: report cards, progress reports, assessments, etc.;

SUPERVISION:

Receives general supervision from the Director of Curriculum, Instruction Assessment, and Instruction. Provides leadership and/or guidance and direction to subordinate positions assigned. May coordinate the work of outside contractors providing required services.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Student data information systems and educational technology programs;
- School data analysis, design, and documentation;
- Importing/exporting data from various database systems into other formats;
- Project coordination and planning;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar and punctuation;
- Principles of leadership, records management, public relations, and training;
- Standard record keeping and filing system procedures;
- Business letter and report writing techniques.

Ability to:

- Prepare, maintain, and submit clear, concise reports;
- Read, understand and explain a variety of general and technical data and materials;
- Design and maintain specialized databases to support assessment record maintenance;
- Detect errors and ensure data integrity;
- Perform responsible analytical work with efficiency, speed and accuracy;
- Operate various standard and specialized office equipment including a personal computer;
- Effectively plan, organize and prioritize work of self and coordinate the work of others as assigned to successfully meet deadlines;
- Understand and carry out oral and written instructions;
- Conduct presentations to individuals and large groups;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Rapidly learn procedures and software as required including but not limited to: Illuminate, AERIES;
- Troubleshoot and analyze issues, create plans of action and reach solutions;
- Work confidentially and with discretion;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or equivalent;
- Post-Secondary course work in computer applications, computer science, or database is highly desired.

Experience:

- Three (3) years of increasing responsibility and technical experience utilizing a computer with emphasis on processing numerical data and query reports.
- Experience with related student database management systems is highly desired.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff; frequently works without guidance from immediate supervisor. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions.

Physical Demands:

While performing the duties of this job, the position is continuously required to sit for long periods of time. The position frequently requires the use of repetitive motions of the wrists, hands and fingers. The incumbent may occasionally walk, talk, and hear. The work involves little to light physical efforts; may occasionally exert up to 20 pounds of force to lift, push, or carry. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 39

Classified Bargaining Unit

New Classification Approved by Personnel Commission 2/8/18