SUNNYVALE SCHOOL DISTRICT

January 2023

CLASS TITLE: STUDENT DATA SYSTEMS TECHNICIAN

BASIC FUNCTION:

Under the direction of the assigned supervisor, oversees a variety of technical duties involved in the input, maintenance, delivery, accuracy, and evaluation of student information. Serves as a system administrator for various District systems, including the Student Information Services system (SIS), the Google Workspace for Education Suite, and other applications. Confers with administrators and staff to provide support, documentation, training, data extraction, and reporting for student and staff data.

ESSENTIAL DUTIES:

- Maintain the equipment and software related to the District's student information system.
- Develop formats and procedures for creating fields as well as retrieving various types of data through the use of queries.
- Establish and enforce data entry standards.
- Assist the school sites in maintaining and updating student course databases in the district student information system.
- Support departments and school sites with integration and interoperability of data sources.
- Provides technical support of the District's SIS application and database.
- Serve as an administrator for the Google Workspace for Education Suite.
- Assist with the preparation and validation of California Longitudinal Pupil Achievement Data System (CALPADS).
- Work with the other District departments, to determine student information needs, import data and assist in the development of reports. Perform data translations and formatting.
- Work with the Information Systems Department to ensure the integrity and security of student data; maintains and monitors the confidentiality of all student records and data.
- Work with the assigned supervisor in the development of district-wide standards for the efficient collection of data that supports the design of the District's instructional program.
- Keep current on student information software, hardware and other related technologies.
- Maintain data accuracy and meet data requirements and submission deadlines per local, state, and federal reporting and tracking requirements.
- Work with various technology vendors regarding installation, integration, and troubleshooting of applications as assigned.

- Assist in coordinating District user group meetings, prepares agendas, and schedules training sessions as necessary.
- Instruct District personnel in the use of District information systems.
- Supports the overall functions of the Student Information Department.
- Operates a variety of office equipment
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Policies and objectives of assigned programs and activities.
Computer hardware systems, software applications utilized by the District.
Materials, methods and tools used in the operation and maintenance of information systems.
Data Governance principles.
Technical aspects of field of specialty.
Verbal and written communication skills.
Operation of a computer and assigned software, including a variety of data management software programs.
Methods of collecting and organizing data and information.
Data collection and measurement instruments related to student information programs.
Applicable state and federal laws, rules, and regulations.
Local vendors and sources of supply.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Work with large amounts of complex and varying data and data sets.
Gather, organize, and input quantitative and qualitative data efficiently and with accuracy.
Verify, audit, and reconcile data.
Provide technical assistance and training to District staff.
Troubleshoot basic system malfunctions and maintain system operation.
Diagnose computer related problems, determining if the problem is hardware or software.
Research, analyze and recommend new system software.
Maintain current knowledge of technological advances in the field.
Communicate effectively both verbally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.
Maintain records and prepare reports.
Plan and organize work.
Input data at an acceptable rate of speed.
Answer telephones and greet the public courteously.
Complete work with many interruptions

Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Work independently with little direction.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: An Associate Degree and four (4) years of experience performing responsible database management.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor work environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Reaching overhead, above the shoulders and horizontally.
Ability to lift up to 25 pounds.
Bending at the waist, kneeling or crouching.

TERMS OF
EMPLOYMENT: Salary and terms of employment are described in the Agreement between the Sunnyvale School District and California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association.