MT. DIABLO UNIFIED SCHOOL DISTRICT

ACADEMIC DATA TECHNICIAN

CLASSIFICATION SPECIFICATION

DEFINITION:

Under the direction of the Director of Assessment, Research and Evaluation, facilitates the computerized collection, management, manipulation and distribution of student information systems data and data reports used for analysis of student progress, implementation and evaluation of school programs. Provides support and professional development that will sustain the district's use of technology for improved instruction, communication, accountability and student achievement.

DISTINGUISHING CHARACTERISTICS:

Works independently with minimal supervision. A major characteristic is the ability to multi-task.

EXAMPLES OF DUTIES:

- Develops, implements and maintains a district and a school level database for collection, organizing, analyzing and reporting disaggregated student testing and other data required by local, state and federal programs
- Conducts data information projects
- Provides technical support to managers, principals, and support staff to create reports and retrieve data using the academic data system
- Trouble shoots and solves problems with academic data system users
- Develops, coordinates and conducts district training programs in academic data system applications Creates data reports and maintains academic data system quality control
- Supports administrators in the use of technology as a tool for student assessments and pupil record
- keeping in order to make data-driven decisions and improve school management
- Prepares and reviews data for federal, state and grant reporting
  validates the accuracy of data to be submitted for statewide reporting
- Assists in coordination, data collection and data presentation of district and school assessments information, including CAASPP, CELDT, PFT and AP testing

MINIMUM REQUIREMENTS:

Knowledge Of:

- Educational data warehouse software

Ability To:

- Work collaboratively with diverse individuals and groups in an educational setting
- Train site and district staff effectively and provide on-going support
- Analyze statistical data, test results and assessments
- Participate in discussions to formulate recommendations for district-wide change and improvements based on data analysis
- Create reports based on statistical analysis

Education and Experience:

- Associate or Bachelor degree preferred
- Demonstrated successful experience in integrating and extrapolation of different software applications in various report formats
- Demonstrated successful experience in creating and presenting reports using Power Point and other multi-media software
- Two years of experience using Excel database software
- Demonstrated training and/or course work in database software applications other than Excel
- Two year of experience or post-secondary coursework in computer science, education or related fields

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

Office environment. With or without accommodation, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Frequent lifting (50 lbs.). Moderate to high levels of stress. Reading, writing, and operating computer keyboard.

TERMS OF EMPLOYMENT:

Work year: Twelve (12) months

Salary: CST pay scale 596

Board Approved: