LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	*DISTRICT STUDENT DATA TECHNICIAN*	**REPORTS TO:**	**Assistant Superintendent / Supervisor / Designee**
DEPARTMENT:	Student Support Services	**CLASSIFICATION:**	Classified
FLSA:	Non-Exempt	**WORK YEAR:**	245 Days
ISSUED:	June 27, 2018	**SALARY RANGE:**	**52**

Job Purpose Statement:

The job of District Student Data Technician is for the purpose/s of the preparation of the state data submissions and distribution of student and statistical reports for the operation of district attendance accounting programs and maintaining student and statistical data used for submission of the first, second and annual apportionment reports for attendance.

Essential Job Functions:

1. Obtain and maintain California Statewide Student Identifiers/import and export to State of California. (E)
2. Perform data extracts and imports for state reporting. (E)
3. Ongoing maintenance upload of student data for all required state reporting (CALPADS or successor). (E)
4. Review enrollment reports and anomalies for accuracy. Notify site or other district personnel of corrections to be completed for accurate data submissions. (E)
5. Design ad hoc/query statements for school site or district personnel. (E)
6. Amend student information system user accounts. (E)
7. Assist site personnel with questions related to the use of student information systems. (E)
8. Provide reports to supervisor for distribution and approval by appropriate district personnel. (E)
9. Reconcile data discrepancies in student information systems. (E)
10. Maintain certified state reports. (E)
11. Comprehend state requirements regarding school district data. (E)
12. Communicate effectively with all levels of district personnel. (E)
13. Meet critical internal and State/Federal timelines for submission reporting. (E)
14. Coordinate and conduct training workshops for site and district clerical end users. (E)
15. Perform all duties within the guidelines of district policies, regulations, and procedures. (E)
16. Assist in maintaining site calendars, periods, school months, days in student information system. (E)
17. Maintain address, grid code, and school boundary data in student information system. (E)
18. Assist and prepare enrollment reports and combines site reports for distribution to administrative and other staff. (E)
19. Assist and prepare incoming register updates; records number changes on monthly registers for posting to monthly attendance sheets and records cleared absences from completed independent study contracts. (E)
20. Assist and prepare records information from monthly registers to monthly attendance sheets. (E)
21. Assist with auditing site reports to assure accuracy of information. (E)
22. Assist with preparing student and statistical reports for distribution to administrative staff. (E)

23. Prepare study area reports for student attendance for use by administrative personnel in development of school district boundaries. (E)
24. Assist with preparing specialized Average Daily Attendance comparison reports as required or requested for attendance projections, including the preparation of cohort projections to estimate Average Daily Attendance. (E)
25. Serves as liaison between district and site attendance accounting personnel in order to respond to questions, assists in attendance accounting problems or providing information as requested. (E)
26. Monitors student attendance databases (Infinite Campus or successor) in order to respond to information requests from school sites or district staff. (E)
27. Assists with entering attendance information from all sites; compiles attendance information into combined report; records totals on P1, P2 and Annual Apportionment Reports. (E)
28. Review site bell schedules and prepare instructional minute calculations, update calculations with all bell schedule changes. Review bell schedules and instructional minutes monthly, make appropriate updates. Verify state requirements are met. (E)
29. Facilitate in the completion of online registration applications and/or annual update for all students and uploading of required documentation. (E)
30. Provide information for parents and/or guardians regarding online registration. Refer parents to appropriate department for district services, EL, SPED, preschool, lunch program, transportation, transfers. (E)
31. Assist parents and/or guardians with creation and use of Parent Portal, password resets and usernames. (E)
32. Review online registration applications and uploaded documents to determine accuracy of data, completeness of entries and adherence to district and state requirements. Research discrepancies in data and make appropriate corrections. (E)
33. Process completed online registration applications verifying school attendance boundaries, assign to appropriate school(s) for enrollment. Notify school/other district departments (i.e. SPED, Student Services, etc.) of any pertinent student information. (E)
34. Update data in student information system linked to online registration applications, removes permissive records and notify supervisor of duplicate data to be merged. (E)
35. Retrieve student data and information in accordance to state and district policies. (E)
36. May provide assistance and orientation for employees in the use of student and statistical data processing used in attendance accounting or other accounting functions. (E)
37. Perform other related duties as assigned.

JOB REQUIREMENTS - QUALIFICATIONS:

***Experience Required:** Minimum of three (3) years of job-related experience in student and statistical data or school related information systems.

***Skills, Knowledge and/or Abilities Required**:

Skills: Typing/keyboarding accurately at a rate of 30 words per minute; to use computers and accounting applications, maintain records, apply basic accounting practices.

Knowledge of: Basic accounting practices, problem solving methodology, and modern office methods. Correct English grammar, spelling, vocabulary and accounting terminology, Microsoft Office, specifically Excel.

Ability to: Prepare clear and accurate reports.

EDUCATION REQUIRED:

High School Diploma or equivalent, including coursework in accounting, information management and student attendance systems.

LICENSES, CERTIFICATIONS, AND TESTING REQUIRED:

Valid Driver's License and remain insurable at the district's standard insurance market rate. Current DMV report. Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Pass the District's Proficiency Examination with a satisfactory score.

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: ***District Student Data Technician***

The following analysis entails an evaluation of the "Physical Demands" factors of the job, as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:
NP = Not Present - Does not exist
O = Occasionally - Up to 1/3 of the time
F = Frequently - From 1/3 to 2/3 of the time
C = Constantly - 2/3 or more of the time

1.	STRENGTH:		
A.	Standing	10%	
	Walking	10%	
	Sitting	80%	
B.	Lifting	O	25 lbs.
	Carrying	O	25 lbs.
	Pushing	O	10 lbs.
	Pulling	O	10 lbs.
2.	CLIMBING	O	
	BALANCING	O	
3.	STOOPING	O	
	KNEELING	O	
	CROUCHING	O	
	CRAWLING	NP	
4.	REACHING	F	
	HANDLING	F	
	FINGERING	F	
	FEELING	NP	
5.	TALKING:		
	Ordinary	C	
	Other	O	
	HEARING:		
	Conversations	C	
	Other Sounds	O	
6.	SEEING		
	Acuity, Near	C	
	Acuity, Far	O	
	Depth Perception	O	
	Accommodation	F	
	Color Vision	NP	
	Field of Vision	O	

7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: 2 3 (4) (5) (6)
(DOL Physical Demand Categories 1 to 6 is very significant to the customary performance of the job if contained in parenthesis)

8. PHYSICAL DEMAND COMMENTS: Examples of reaching/handling/fingering are operating calculator, telephone, papers, reports and financial records; talking/hearing are conducts telephone conversations and verbally reviews reports and records; visual acuity are computer, accounting tasks. Drives between locations.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: ***District Student Data Technician***

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:
NP = Not Present in the Job Environment
S = Seldom - Under 5% of Work Day
O = Occasionally - Up to 1/3 Time
F = Frequently - From 1/3 to 2/3 Time
C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:
   Inside 90% Outside 10%

2. EXTREME COLD NP

3. EXTREME HEAT NP

4. WET/HUMID NP

5. NOISE (IN DECIBELS)65 decibels
   VIBRATION O

Comments Regarding "Noise" = General office conversations and equipment
Comments Regarding "Vibrations" = Driving

6. HAZARDS:
   - Mechanical S
   - Explosives NP
   - Electrical NP
   - Radiant Energy NP
   - Burns S
   - Other Hazard/s NP

Comments Regarding "Mechanical Hazards" = Staples, copier, opening boxes
Comments Regarding "Burn Hazards" = Copier

7. ATMOSPHERIC CONDITIONS:
   - Fumes S
   - Mists NP
   - Odors S
   - Gases NP
   - Dusts S
   - Poor Ventilation NP
   - Other Atmospheric Hazards NP

Comments Regarding "Fumes" = Copier
Comments Regarding "Odors" = Copier
Comments Regarding "Dust Exposure" = Paper dust

8. PROTECTIVE CLOTHING - DEVICES:

9. E. C. SUMMARY: Inside and Outside Work 2 3 4 5 6 7 Numbers encircled by () indicate significant involvement of factors enumerated and rated above.

10. SUMMARY ENVIRONMENTAL COMMENTS: Exposures are generally limited to occasional driving and office hazards/conditions such as paper dust and cuts, staples, and office machines (e.g. copier).