

SUNNYVALE SCHOOL DISTRICT

April 2017

CLASS TITLE: ASSESSMENT AND STUDENT DATA SYSTEMS TECHNICIAN

BASIC FUNCTION: Under the direction of a District Administrator in the Educational Services department, perform a wide variety of tasks related to assessment, data management and reporting.

ESSENTIAL DUTIES:

Compile information and prepare and maintain a wide variety of complex data, records and reports according to established procedures and timelines; process a variety of forms and applications pertinent to the assignment.

Assist with or execute activities related to the conduct of state and district assessment programs (CAASPP, CELDT) and inventory assessment materials; print, package, distribute, track and monitor assessment materials; scan, mail merge and/or print and distribute related material.

Facilitate the transfer of data to the state and state contractors for mandated assessments.

Maintain compliance and mandatory deadlines according to state laws and regulation governing assessment programs.

Collaborate with other District departments to determine student information needs, import and export data and assist in the development of reports.

Develop formats and procedures for creating fields as well as retrieving various types of data through the use of queries.

Check reports, records and other data for accuracy, completeness and compliance with established standards. Locate errors in student data and facilitate site or department efforts to correct errors

Maintain data accuracy and meet data requirements and submission deadlines per local, state, and federal notification, reporting and tracking requirements.

Understand the specific aspects of **SIS** to support the assessment department with student information.

Produce school and District reports using Access, Excel, SIS, SPSA, CALPADS, TOMS and District data management software.

Perform data translations and formatting. Import and export data to and from the student information system and related third party systems.

Input data from school sites and other data as needed.

Assist the school sites in maintaining and updating student course databases in the district student information system.

Communicate with other district personnel, outside agencies and the public to exchange information and resolve issues or concerns.

Keep current on student information software and other related technology.

Type letters, reports, memoranda, records, forms and other materials from rough drafts or oral instructions, including materials of a confidential nature.

Order and maintain various forms, supplies and equipment as necessary; maintain a variety of complex files; assure confidentiality of information and records.

Attend training sessions to expand skills necessary to perform job.

Communicate effectively with district and school site personnel responding to staff needs.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Software applications utilized by the District.

Record keeping techniques.

Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Basic instructional methods.

ABILITY TO:

Perform the basic functions of the position, meeting mandated timelines and adhering to mandated procedures

Perform various technical tasks utilizing online assessment and student information portals and software programs

Provide technical assistance and training to District staff.

Maintain current knowledge of data reporting student requirements and systems.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prioritize and organize work.

Maintain records and prepare reports.

Input data at an acceptable rate of speed.

Maintain a high level of accuracy and responsibility

Operate a variety of office equipment including computer and assigned software

Utilize a computer and peripheral equipment to record information and generate lists, reports and other materials; use word processing, spreadsheets, databases and other software as required.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by additional training in data processing and analysis.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver License

WORKING CONDITIONS:

ENVIRONMENT:

District Office environment.

Driving a vehicle to conduct work at school sites.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

TERMS OF

EMPLOYMENT: Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the 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.