

**Job Title: DISTRICT DATA SPECIALIST**

**Definition:**

Under the general supervision of the Assistant Superintendent of Business Services and direct supervision of the Director of Budget and Finance, performs a variety of technical, clerical and accounting duties in the areas of student information systems which includes data on special designations and attendance.

**Distinguishing Characteristics:**

This classification is distinguished from others in that the incumbent performs a variety of duties with special emphasis on student information systems including but not limited to special designations, i.e. English Learners (EL), Gifted and Talented Education (GATE), Special Education, NSLP, etc. and attendance for the entire school district. The incumbent will also assist sites with questions regarding the student information system, train new employees, audit the data, generate and correct error reports and oversee attendance reporting.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here:

1. Oversees and monitors the District student information system and verify all District data transfers.
2. Provides first line of telephone support for problems analysis and resolution involving application software usage, or network procedures. Communicate to all parties for problem resolution.
3. Coordinates District California School Information Services (CSIS) data.
4. Provides general support for applications software usage in the areas of training and general use, special query program development, and report generation procedures for users.
5. Interprets school/district database standards and procedures.
6. Interprets student information database design for special programs, attendance, and testing.
7. Generates and interprets extensive statistical data for district, state, and federal reports.
8. Process, maintain and update the district student attendance accountability computerized system.
9. Compute ADA reports.
10. May attend CASBO attendance accounting workshop each year to review and keep up to date on regulations.
11. Update our attendance procedures which help the employees with frequently asked questions and procedures.
12. Visit our sites to audit attendance procedures and pass along any new information.
13. Be familiar with our student information software to pull information or help employees with questions.
14. Compile the monthly attendance reports received from our sites in a spreadsheet to reconcile the year-to-date figures and print a report of ADA to enrollment percentages for management.
15. Prepare the P1, P2 and annual attendance reports for the California Department of Education (CDE).

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16. Provide training to new attendance staff, as well as, ongoing support to site employees in the area of attendance.
17. Responsible for internal attendance audits of all sites.
18. Run attendance lab two days a month for ongoing hands-on error resolution of site attendance.
19. Performs other related duties as assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Modern office methods
- Spreadsheet applications and database management
- Business correspondence
- Basic accounting procedures
- Operation of various office machines
- Use of correct grammar, spelling and punctuation
- Operations of a computer

**Skill and Ability to:**

- Perform difficult and complex calculations with speed and accuracy
- Maintain accurate records and reports
- Understand and follow oral and written directions
- Use modern office equipment and machines
- Keyboard neatly and accurately at 35 wpm on a five-minute test
- Communicate policy, rules and regulations in a positive, accurate manner
- Computer working knowledge and experience
- Communicate orally and in writing with use of correct grammar, spelling, and punctuation
- Maintain professional confidentiality
- Work in a positive, cooperative mode with fellow workers, departments, and supervisors

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain knowledge, skills and abilities would be: high school diploma or equivalent, supplemented by additional courses in business, accounting and office procedures. A minimum of three years experience in a clerical, secretarial, or accounting position. School district experience desired but not required.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work, which may require sitting for prolonged periods.
- May be required to work at a computer terminal for prolonged periods.
- Is subject to inside environmental conditions.

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- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range 35

**PHYSICAL REQUIREMENT INFORMATION**

| Physical Demands:      | HPD = Hrs. Per Day      |                             |                           |
|------------------------|-------------------------|-----------------------------|---------------------------|
|                        | Rarely<br>(0 – 1.5 HPD) | Occasionally<br>(1.5-3 HPD) | Frequently<br>(3 – 6 HPD) |
| Sitting                |                         |                             | X                         |
| Standing               |                         |                             | X                         |
| Walking                |                         | X                           |                           |
| Bending (neck)         |                         |                             | X                         |
| Bending (waist)        |                         | X                           |                           |
| Kneeling               | X                       |                             |                           |
| Reaching               |                         | X                           |                           |
| Stooping               |                         | X                           |                           |
| Crawling               | X                       |                             |                           |
| Twisting (back & neck) | X                       |                             |                           |
| Climbing               | X                       |                             |                           |
| Pushing/Pulling        | X                       |                             |                           |

|              | Lifting               |                             |                           | Carrying               |                             |                           |
|--------------|-----------------------|-----------------------------|---------------------------|------------------------|-----------------------------|---------------------------|
|              | Rarely<br>(0–1.5 HPD) | Occasionally<br>(1.5–3 HPD) | Frequently<br>(3 – 6 HPD) | Rarely<br>(0– 1.5 HPD) | Occasionally<br>(1.5–3 HPD) | Frequently<br>(3 – 6 HPD) |
| 0 – 10 lbs.  |                       | X                           |                           |                        | X                           |                           |
| 11 – 25 lbs. | X                     |                             |                           | X                      |                             |                           |
| 26 – 50 lbs. | X                     |                             |                           | X                      |                             |                           |
| 51 – 75 lbs. | X                     |                             |                           | X                      |                             |                           |

| Mental Demands: | HPD = Hrs. Per Day      |                               |                           |
|-----------------|-------------------------|-------------------------------|---------------------------|
|                 | Rarely<br>(0 – 1.5 HPD) | Occasionally<br>(1.5 – 3 HPD) | Frequently<br>(3 – 6 HPD) |
| Problem Solve   |                         |                               | X                         |
| Make Decisions  |                         |                               | X                         |
| Supervise       | X                       |                               |                           |
| Interpret Data  |                         |                               | X                         |
| Organize        |                         |                               | X                         |
| Write           |                         | X                             |                           |
| Plan            |                         | X                             |                           |
| Multi-Task      |                         |                               | X                         |

| Equipment Use: | HPD = Hrs. Per Day      |                               |                           |
|----------------|-------------------------|-------------------------------|---------------------------|
|                | Rarely<br>(0 – 1.5 HPD) | Occasionally<br>(1.5 – 3 HPD) | Frequently<br>(3 – 6 HPD) |
| Telephone      |                         |                               | X                         |
| Copier         |                         | X                             |                           |
| Computer       |                         |                               | X                         |
| FAX Machine    | X                       |                               |                           |
| Radio          | X                       |                               |                           |