



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION DATA TECHNICIAN

DEFINITION:

Under minimal direction of a Director, the Data Technician supports county-wide student achievement and accountability efforts by collecting, validating, analyzing, and reporting data related to the California School Dashboard and other state and local accountability measures. This position assists in preparing data analyses and visualizations that inform service delivery, including differentiated assistance, and support evidence-based decision making for Tehama County Department of Education (TCDE) programs and District partners.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

Student Achievement & Accountability Data

- Collect, compile, clean and maintain student achievement and related accountability data from multiple sources, including CALPADS, assessment systems, and internal data repositories.
- Support the preparation and verification of data used in the California School Dashboard, including student performance, growth, and subgroup measures.
- Assist in identifying data trends, patterns, and areas of need at the county and District level to support improvement planning and accountability requirements.

Differentiated Assistance & Continuous Improvement Support

- Assist the department in gathering and analyzing data to support Differentiated Assistance services provided to eligible districts and schools.
- Prepare data summaries, tables, charts, and dashboards to support needs assessments, root cause analyses, and monitoring of improvement efforts.
- Support the development of reports and presentations used in Continuous Improvement meetings, technical assistance sessions, and stakeholder communications.

Data Management & Quality Assurance

- Perform data validation and quality checks to ensure accuracy, consistency and completeness of student achievement data.
- Maintain documentation of data sources, definitions, and reporting methodologies to ensure transparency and consistency.
- Assist with data submissions, timelines and corrections related to state and federal accountability requirements.

Reporting & Communication

- Generate routine and ad hoc data reports for internal departments, TCDE leadership and District partners.
- Translate technical data findings into clear, user-friendly formats appropriate for varied audiences.
- Collaborate with Continuous Improvement staff to align data outputs with program goals and service delivery needs.

Collaboration & Support

- Work collaboratively with other TCDE departments to ensure coordinated use of student data.
- Provide technical support related to data interpretation for Continuous Improvement staff and District partners as appropriate.
- Maintain confidentiality and comply with applicable student privacy data and security requirements.



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EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described:

- High school diploma or equivalent.
- Completion of a recognized two-year program in ITS/technology, accounting, or related course of study; or equivalent combination of education and experience.
- Experience with database creation, management, and any additional data management systems.
- Experience in Student Information, Financial, Human Resources, or other specialty technology/software or related area.
- Experience in schools and/or educational environment desired but not required.

KNOWLEDGE OF:

- Software systems that generate spreadsheets, manage databases and utilization of data visualization tools.
- Information and data security best practices.
- Customer service and quality management practices.
- Advanced spreadsheet skills, including the ability to insert formulas and mathematical calculations and work with functions; create workbooks and use multiple worksheets; format and print worksheets; sort lists; and create graphs and charts.
- California School Dashboard and state accountability indicators.
- Principles, practices and techniques used in K-12 student achievement data systems and accountability concepts.

ABILITY TO:

- Maintain confidentiality.
- Operate a computer and related peripherals.
- Collect and analyze data accurately and identify trends, gaps and areas for improvement.
- Communicate complex data clearly in written and visual formats.
- Manage multiple assignments and meet reporting deadlines.
- Work independently with a minimum of guidance and supervision.
- Follow oral and written directions.
- Interpersonal skills using tact, patience and courtesy.
- Create and maintain collaborative working relationships with both internal staff and external District partners.
- Provide guidance and technical assistance to user groups concerning data collection procedures and requirements related to student achievement data.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation.

PHYSICAL DEMANDS:

The physical demands described below are representative of those required to perform the essential functions of this position. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions, in accordance with applicable law.

- Ability to remain in a stationary position for extended periods while performing data analysis, reviewing reports, and working at a computer workstation.
- Ability to move about the work environment to access files, office equipment, and attend meetings.



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- Ability to operate computers and other standard office productivity equipment, including keyboards, monitors, printers, and other related devices.
- Ability handle, prepare, position and retrieve documents, data files, and training or presentation materials.
- Ability to communicate and exchange information accurately with staff and stakeholders during meetings, trainings, and collaborative work sessions.
- Ability to identify, review and inspect data displayed in electronic or printed formats for accuracy and completeness.
- Work is primarily performed in a professional office environment with standard lighting, noise levels, and climate control.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: _____ March 1, 2026 _____

Revised: _____

APPROVED

Print Name: Noelle DeBortoli _____

Title: Director, Human Resource Services _____

Signature:  _____