

Job Title: DATA AND ASSESSMENT TECHNICIAN**Definition:**

Under the general supervision of the Assistant Superintendent of Innovation and Technology Services (ITS) and the direct supervision of the Director of Assessment/Educational Technology or the Director of ITS. The Data and Assessment Technician performs a variety of technical and analytical data integration functions as it relates to District, State and Federal assessments and data submission requirements. Responsible for the submission, monitoring and evaluation of the District's data in the student information system as it relates to the California longitudinal system (CALPADS) and the state assessment system (CAASPP). Coordinates with, provides training, and supports all District and site personnel in the collection and input of the data requirements.

Distinguishing Characteristics:

This classification is distinguished from other positions in the clerical/technical class in that the incumbent performs duties relating to the district level administration of the student data, assessment and instructional technology programs.

Essential Job Duties:

1. Coordinates the use of demographics, test result fields and related data in the student information system (SIS) to maintain high levels of data input/output efficiency and accessibility.
2. Coordinates and monitors administration of all State and district tests and dissemination of testing materials and results, including, but not limited to, bilingual testing, PE, CAASPP and CAST.
3. Conducts training sessions for site and district staff individually and in groups regarding all aspects of state longitudinal data and assessment systems and the related data.
4. Operates a computer to input and extract data from automated information management, storage, and retrieval systems.
5. Organizes and prepares application software documentation, procedural documentation, and operation instructions.
6. Assists with reconciling data between student information systems and CALPADS/CAASPP systems, and other district, state or federal databases.
7. Provides details about data and datum relationships to help prepare specifications for collecting, maintaining, and reporting information.
8. Provides ongoing reports and training to staff using CALPADS and/or CAASPP data and attend meetings.
9. Supports department programs by preparing purchase orders, conference requests, personnel requests, and other clerical duties.
10. Uses a variety of tools to monitor and evaluate data in the district's student information systems.
11. Performs complex and technical clerical work involving reviews and audits of a variety of materials that require familiarity with policies, practices, and procedures.
12. Responsible for all accurate and timely state reporting submissions; actively participates in the accuracy of data related to Census Day (CBEDS).
13. Assists with data collection, input, and submission for Federal, State, district, and school programs and requirements. Uses technical knowledge and knowledge of district data resources to consult with school sites and other divisions to solve data problems.
14. Assists with the creation of staff accounts and student rostering in multiple district databases.
15. Responsible for the creation, scheduling, and documentation of custom extracts and ad-hoc reports.
16. Maintains certified State reports.
17. Designs and executes specialized complex queries using a variety of databases and software.
18. Monitors the integrity of assessment databases.
19. Performs other related duties as assigned.

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Minimum Knowledge, Skill and Ability:

Knowledge of:

- Operation of district student information system database systems, CALPADS/CAASPP systems, other Federal and State data systems, and other applications;
- Basic logic and/or programming principles;
- Correct English usage, spelling, grammar and punctuation;
- Report preparation and formats;
- Technology related to electronic submission of data to the CDE, CSIS, and other organizations;
- Logical steps in computer operating systems and record management.

Skill and Ability to:

- Audit and reconcile data of more than average difficulty
- Set priorities and meet deadlines
- Communicate effectively both orally and in writing
- Analyze and interpret state reports and provide feedback on methods to correct errors
- Compile complex statistical reports
- Understand and carry out oral and written directions
- Detect errors in printed output and troubleshoot query problems
- Interpret an extensive variety of technical instructions
- Develop and maintain effective working relationships with those contacted in the course of work
- Ability to work under pressure, meet deadlines, and establish priorities
- Learn and utilize new and current technologies

Training and Experience

- AA degree in business, computer science, or similar area and possession of the knowledge and abilities listed above
- Previous experience with SIS systems and CALPADS desired
- College level or technical training in data processing and computer programming highly desirable.
- One (1) or more years of extensive experience working with student information systems (SIS) and CALPADS databases supporting specific purpose applications and support services, and acting as a resource for problem identification and resolution concerning data issues.
- Three (3) or more years of increasing responsibility supporting a specific purpose applications and testing environments in a school district is preferred.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 20 pounds and may occasionally weigh up to 50 pounds with appropriate lifting techniques.
- Is subject to inside environmental conditions.
- Required to work at a computer terminal for prolonged periods.
- Must possess a valid California driver's license and be insurable.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

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Job Title: DATA AND ASSESSMENT TECHNICIAN**PHYSICAL REQUIREMENT INFORMATION**

	HPD = Hrs. Per Day		
Physical Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (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 (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 –10 lbs.		X			X	
11- 25 lbs.		X			X	
26- 50 lbs.		X			X	
51–75 lbs.	X			X		

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Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (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:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier		X	
Computer			X
Fax Machine	X		
Radio	X		