

Escondido Union High School District Job Description

Job Title: Adult Education Data Technician
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: Range 26
Approved By: Board of Education
Approved Date: 8/27/13

SUMMARY

Under the direction of an assigned supervisor, perform a variety of duties related to the collection, processing, scoring and mandated data relating to the Adult Education Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Enters student demographic information into student information system.

Identifies data input errors and supports data correction processes.

Provides specific professional development on district data systems addressing attendance and demographic information for the ESL and academic programs.

Accurately process data related to students, staff, enrollment, course offerings, program participation.

Generates data queries and reports as mandated by State and Federal governments and requested by site personnel.

Works with site personnel to troubleshoot and problem solve student information system issues.

Performs responsible technical clerical work involving independent judgment and requiring accuracy and speed.

Processes student test data and staff demographic information as well as other relevant data for the purpose of providing current and accurate documents.

Develops and processes documents and materials specific to CASAS testing (e.g. counting test forms, generating answer sheets for the purpose of disseminating information as appropriate).

Distributes test booklets, answer forms, instructions, etc. for the purpose of supporting Adult Education assessment activities.

Performs record keeping and clerical functions (e.g. update databases, standardized report generation, prepare mailers, filing, etc.) for the purpose of supporting the Adult Education Program.

Compiles test scores and data for special reports; generates related computerized reports as mandated by the State and Federal governments.

Prepares and maintains records and reports related to student tests results for submission to local, State and federal agencies; assures accuracy and completeness of records and reports.

Collects, compiles, inputs and scans assessment test data; prepares and maintains a variety of mandated records, reports and files related to Adult Education site assessment test and survey results.

Extracts/downloads and uploads data related to assignment.

Communicates with Adult Education personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Attends and participates in assigned meetings, conferences and workshops.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); any combination equivalent to: one year of recent full-time or equivalent part-time paid experience working with windows-based applications in a school or business environment including data input.

KNOWLEDGE OF:

Word processing applications, spreadsheet applications, student information systems; database applications at an intermediate to advanced level; research methods and reporting techniques; Adult Education testing procedures and security of test materials; data verification and clean-up procedures; diverse academic, socioeconomic, cultural and ethnic backgrounds of students; accurate record keeping methods and practices; modern office practices, procedures and equipment including filing and typing; correct English usage, grammar, spelling punctuation and vocabulary; reading and writing communication skills; applicable sections of State Education Code and other applicable laws; local, state and federal reporting requirements; interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Keyboard rapidly and accurately at a speed appropriate for data input; type and perform general clerical work; follow oral and written directions; ability to work without direct supervision and accept responsibility. Ability to function well in varied assignments, adapt to new situations, work well with a variety of personalities, relate well to students, teachers, staff and public, and maintain cooperative relationships with those contacted in the course of work.

CERTIFICATES, LICENSES, REGISTRATIONS

Verification of minimum keyboarding or typing skill level of 50 words per minute.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Driving a vehicle to conduct work.

The noise level in the work environment is usually moderate.

COMMENTS

As a representative of the Escondido Union High School District, the individual assigned to this position must demonstrate professionalism, confidentiality and cooperation; must be able to retrieve and provide information quickly and assure accuracy as well as completeness of records and reports.