DEFINITION

Under general supervision, provides technical data services and support to students, site and district personnel, as well as approved entities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class require the technical knowledge and expertise to manipulate, maintain, and utilize data stored in the Student Information System (SIS). This position ensures the accuracy and integrity of data for users for state reporting. The Data Processing Technician extracts data to create reports ranging from simple lists to complex reports used for decision-making. In addition to the main SIS, the Data Processing Technician interfaces with several different student information systems importing and exporting data. This position serves as a technical resource and helps support site personnel.

EXAMPLES OF DUTIES

Performs a wide variety of technical and complex SIS reports related to the managing, verification, and reporting of data. The Data Processing Technician provides administrators with data analysis in areas of attendance, discipline, student achievement, and student demographics; monitors data for entry uniformity, accuracy, completeness, and compliance with data standards relative to CALPADS requirements and makes necessary corrections; supplies data for WASC reviews, Single Plan, and other mandated site reports; inputs and modifies the school master schedule within the SIS; monitors and submits periodic reports on class size and teacher loads; works closely with the counseling group providing data support; uploads student GPA's to the University of California's Eligibility in the Local Context (ELC) program and the Cal Grant system; sends and/or uploads student data to other district approved organizations; merges data into custom individualized student forms/documents for school-wide functions; processes grades and generates report cards and progress reports; creates queries and produces student reports; researches and codes students in special programs; executes data uploads to or export/acquire data from additional database; servers as a resource and provides software support to staff.

QUALIFICATIONS

Knowledge of:

Student Information Systems;
Microsoft Access, Microsoft Excel and Microsoft Word;
Relational database structure;
Data mapping, Uploading and exporting;
Modern office methods, practices and procedures;
Correct English usage, grammar and punctuation;
Standard office machines.

Ability to:

Extract information from the school Student Information System;
Compile, maintain and submit accurate and complete records and reports;
Create and run relational queries and pivot tables using Access and/or Excel;
Use a variety of computer hardware and peripheral equipment associated with production of reports, data analysis, report cards, transcripts, and related documents;
Make arithmetical calculations quickly and accurately;
Carry out oral and written directions independently;
Maintain confidentiality;
Prioritize projects and deadlines;
Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise, tact and good judgement.

Experience:

Three years of increasing experience in data maintenance and report generation. Experience in software applications including database applications, spreadsheet functionality and word processing.

Education:

Equivalent to the completion of the twelfth grade, preferably including or supplemented by business courses.