

LIBERTY UNION HIGH SCHOOL DISTRICT
LEAD DATA PROCESSING TECHNICIAN

DEFINITION

Under general supervision to perform a wide variety of specialized data processing duties according to prescribed procedures and/or instruction within broadly defined policies and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class require the efficient use of technical data processing skills and database knowledge and utilization of the student information system and other computer systems necessary to transfer/maintain data and other information from the systems into usable reports and between other local, State and Federal reporting systems.

EXAMPLES OF DUTIES

Serves as a liaison between the Education Technology department and the student information system user community; serves as a liaison between the District and surrounding 8th grade Districts to coordinate the electronic exchange of various student-data; communicate with a variety of contracted-vendors for technical support; performs various District-wide data processing and database maintenance tasks; represents the District as the administrator for the California Longitudinal Pupil Achievement Data System (CALPADS); Manages the overall timeline, requirements, data collection/retrieval to and from CALPADS; collaborates with other District departments (Educational Services, Business Services, Human Resources, and school sites) to complete all related State reporting requirements; provides technical support to users of the District's student information systems and associated systems; develops reports from data systems for sites, departments, and the District office; creates documentation and manages reports for user-support and provides Help-Desk Services as a resource to system users; with the Network Administrator and Director of Technology assures: proper security procedures are implemented to protect data on District student information systems and that the appropriate backup procedures are being carried out so that backup data is available in case of emergency; creates and maintains user and group accounts for the student information system; coordinates and provides end-user training on student information system-related applications, including the development of support materials; coordinates a user-group, consisting of site Data Processing Staff from all District sites, that meets regularly to address the need for communication and standardization among the user community and to communicate new developments/requirements in relation to State regulations governing student information and other State and Federal requirements; provides appropriate reports and services to school sites and district departments with scheduled time frames; participates in training/workshops and professional development; and attends to other related duties as assigned by the Assistant Superintendent of Educational Services and Director of Technology.

QUALIFICATIONS

Knowledge of:

And proficiency in computer programs, including, but not limited to, databases, spreadsheets, text-editor, word processing, e-mail and calendaring;
English usage, grammar, spelling, punctuation, and vocabulary;
Troubleshooting techniques for application software;
Educational departments and related regulations (e.g. attendance, grading, counseling, discipline, scheduling, English Learners, Special Education, graduation/college requirements, food services, etc.).

Ability to:

Calculate mathematical equations with speed and accuracy;
Perform responsible, complex clerical work requiring independent judgment with speed and accuracy;
Maintain cooperative working relationships with those contacted in the course of performing assigned duties;
Carry out oral and written directions, read, write and speak at a level sufficient to fulfill duties to be performed;
Read, understand and follow technical information, such as: file specifications, file layouts and code sets;
Work with and manipulate large sets of data that require attention to detail;
Communicate with persons with diverse knowledge and skills;
Work as part of a team, work independently, multi-task and work with frequent interruptions;
Work with sensitive and confidential information.

Experience:

Two years in computer/data communications or equivalent is desired.

Education:

High School diploma required, preferably including or supplemented by completion of course-work or related training-experience in software applications.

Physical Requirements:

Sit for extended periods of time;
Enter data into a computer terminal/typewriter for extended period of time;
See and read a computer screen and printed material with or without vision aids;
Speak so that others may understand at normal levels and on the telephone;
Hear and understand speech at normal levels and on the telephone, with or without hearing aids;
Stand, walk, and bend over; reach overhead, grasp, and push/pull;
Lift and carry up to 30 pounds at waist height for short distances.

License Requirement:

Possession of a valid California Driver's License.