

BRIEF DESCRIPTION OF POSITION:

Under the direction of the assigned administrator, perform a variety of technical and complex activities involved in the processing, preparation, verification, record-keeping and reporting of assessment, demographic and program data for the District; utilize assigned School Information Systems (SIS) to input, update, format and extract data, maintain automated records, and generate a variety of statistical reports and documents; provide technical support for student assessment tests, master schedule data, textbook bar codes, etc.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Perform a variety of technical and complex activities involved in the processing, preparation, verification, record-keeping and reporting of assessment, demographic and program data; establish, develop, maintain and update databases to meet various District data and reporting needs, requests and requirements; verify and assure accuracy and integrity of data and reports. E
2. Input, process, format and extract a variety of data in an assigned computer system; establish and maintain automated records and files; create queries and macros, develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy and completeness of input and output data; import, scan, export and upload a variety of data and information. E
3. Prepare a variety of narrative and statistical lists, records and reports related to student assessment, test results, demographics, programs, grants, enrollment, curriculum, Title I and assigned projects and activities; format and generate charts and graphs; compare data and identify errors and discrepancies; make corrections, additions and modifications as needed. E
4. Using School Information Systems (SIS), provide technical support for student assessment tests; prepare Pre-ID data files and other data and information for assessment tests; prepare, develop, format and update answer sheets and various other materials for assessment tests; assure answer sheets are aligned with State standards. E
5. Research, compile and verify a variety of data and information; compute statistical information for various federal, State and District reports as necessary; resolve a variety of statistical discrepancies; sort, arrange and tabulate data according to reporting requirements. E
6. Advise and assist various departments with meeting data and program needs; provide technical information concerning reports, research, statistics, and related practices, standards, requirements and procedures.
7. Assist with coordinating various student assessments tests; serve as a liaison between the District and the State concerning assessment tests and related data and materials as directed. E
8. Provide District staff and administrators with assistance in the development and preparation of a variety of reports and related computer operations; explain computer and data processing practices, procedures and techniques. E
9. Assure mandated and requested reports related to student assessment, demographics, programs and assigned activities are completed according to established time lines and requirements; troubleshoot and resolve problems with report queries and macros. E
10. Receive and evaluate requests for data, statistical analysis and research projects; design strategies to complete assignments; develop and implement research activities and methods of statistical data collection, analysis and presentation for assigned projects. E
11. Operate a variety of office equipment including a copier, fax machine, scanner, computer and a variety of specialized software; provide recommendations concerning computer system and software enhancements. E
12. Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns. E
13. Attend and participate in various meetings; present materials, reports and information concerning student assessment tests, demographics and programs. E
14. Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Knowledge of:

- Principles, practices, procedures and techniques involved in the processing, preparation, verification, record-keeping and reporting of statistical data.
- Data collection information systems and statistical software.

- Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
- Principles, methods and procedures of operating computers and peripheral equipment.
- Record retrieval and storage systems.
- Data control procedures and data entry operations.
- Report writing and statistical record-keeping techniques.
- Data verification and clean-up procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Statistical and mathematical computations.

Ability to:

- Perform a variety of technical and complex activities involved in the processing, preparation, verification, record-keeping and reporting of assessment, demographic and program data.
- Utilize an assigned computer system to input, update, format and extract data, maintain automated records, and generate a variety of statistical reports and documents.
- Review and verify input and output data to assure accuracy.
- Assemble, organize and prepare data for records and reports.
- Provide technical support for student assessment tests.
- Serve as a technical concerning assigned projects, reports and related computer operations and data.
- Type or input data at an acceptable rate of speed.
- Detect and resolve errors and inaccuracies in data output reports.
- Interpret findings and analyze data, and provide related recommendations.
- Compile and verify data and prepare reports.
- Maintain accurate statistical records.
- Establish and maintain cooperative and effective working relationships with others.
- Make mathematical and statistical computations with speed and accuracy.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Perform accurate mathematical and statistical calculations.
- Maintain regular and consistent attendance.

REQUIREMENTS:

WORK YEAR:	Classified Employee (12 Months-8 Hours) Work Year
EDUCATION/ EXPERIENCE:	Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in statistics, data processing or related field and two years experience involving the processing, verification, record-keeping and reporting of statistical data including work with computer databases and software applications.
SALARY:	Classified Employee (12 Months-8 Hours) Salary Schedule, Range 23
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance
PHYSICAL DEMANDS:	Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of materials and view a computer monitor. Hearing and speaking to exchange information. Sitting for extended periods of time.