



For the future of every student

CLASS TITLE: STUDENT DATA SPECIALIST I

BASIC FUNCTION:

Under the direction of a designated department administrator, perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for an assigned department of the District; serve as a liaison and coordinate data processing, analysis and reporting functions on the District systems between department and District personnel, administrators, vendors and various outside agencies.

DISTINGUISHING CHARACTERISTICS

A Student Data Specialist I is the second level in a three tier career ladder specializing in student data processing and management. A Student Data Technician serves at a high school and performs a variety of technical duties in the preparation, updating and maintenance of manual and automated records and files for high school students. The Student Data Specialist positions serve at the district level and perform a variety of technical, specialized and complex computerized activities and coordinate data processing, analysis and reporting functions on District systems that serve district-wide programs and services. The Student Data Specialist I is assigned to a particular department in comparison to the Student Data Specialist II which is assigned to the Technology Services Department and serves as a lead to the student data positions, as well as a liaison to all District sites and departments, County Office, and other outside agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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.

Serve as a liaison between assigned department and Technology Services to streamline processes through automation.

Compile, 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.

Prepare a variety of narrative and statistical lists, records and reports related to student assessment, test results, demographics, programs, grants, enrollment, curriculum, assigned projects and activities; format and generate charts and graphs; compare data and identify errors and discrepancies; make corrections, additions and modifications as needed.

Develop, prepare, maintain and produce reports for district and school personnel. Specific information may include: attendance, enrollment, CSIS, SIS, SIF, CDIF, SNOR, CRDC, HQT, NCLB, CBEDS, CALPADS, SIRAS, graduate, special education, English learner, dropouts, mobility, grades, demographics, courses, programs, test results, health, discipline, scheduling, credentials, assignments, positions, permissions,

software, data specifications, user accounts and assigned activities.

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.

Coordinate with Technology Services to ensure data of assigned department/program needs are fulfilled; assist in providing technical information concerning reports, research, statistics, and related practices, standards, requirements and procedures.

In coordination with Technology Services and other designated agencies, serve as a liaison between the District and the State concerning assessments and other related data and materials as directed.

Assure mandated and requested reports related to student assessment, demographics, programs and assigned activities are completed according to established timelines and requirements; troubleshoot and resolve problems with report queries and macros.

Receive and evaluate requests for data, statistical analysis and research projects; design strategies to complete assignments; lead the design and building of data systems and data sets in order to enhance the department and District's ability to move quickly, efficiently and effect program and instructional improvements

Operate a variety of office equipment including a copier, scanner, computer and a variety of specialized software; provide recommendations concerning computer system and software enhancements.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns, including but not limited to the Ventura County Office of Education, Ventura County SELPA and California Department of Education.

Attend and participate in various meetings; present materials, reports and information concerning student assessment tests, demographics and programs.

Perform related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND 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, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for the District.

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 resource 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.

Effectively and consistently manage, organize and prioritize a high volume workload and competing timelines.

Establish and maintain cooperative and effective working relationships with others.

Perform mathematical and statistical computations with speed and accuracy.

Work independently with little direction.

Communicate effectively both orally and in writing.

Meet schedules and timelines.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Requires any combination of education, training and/or experience equivalent to graduation from high school, supplemented by college-level coursework in statistics, data processing or related field and two years of experience involving the processing, verification, recordkeeping and reporting of statistical data, including work with computer databases and related software applications. Experience working in a public school environment highly desirable.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

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.