



For the future of every student

CLASS TITLE: STUDENT DATA TECHNICIAN

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of technical duties in the preparation, updating and maintenance of manual and automated records and files for high school students; utilize an assigned computer system to input and update student data and information, maintain automated records and generate a variety of computerized reports and documents.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Compile, assemble, review, prepare and maintain a variety of student data; input, update and modify student, grades, courses and a variety of other data and information in an assigned computer system; establish and maintain student and various other automated records and files.

Utilize an assigned computer system to generate a variety of documents and reports such as report cards, progress reports, quarter and semester reports, and student transcripts; initiate queries, compile information and manipulate data as appropriate; assure accuracy of input and output data.

Establish and maintain cumulative student records and files; prepare and maintain a variety of records and reports and update files with data and information related to students, addresses, transcripts, schedules, classes, registration, enrollment, courses, behavior and grades.

Register new students; receive, review and input records, registration forms and transcripts for new students; verify student information as needed; process student transfers and withdrawals; maintain and update enrollment data and information.

Receive, process and respond to student transcript and record requests according to established policies and procedures; generate, prepare and distribute official and unofficial student transcripts and records for student applications, GPA verifications, drops and other needs.

Prepare, print, distribute, compile, assemble and process a variety of reports and lists related to students, grades, GPA, probation, enrollment and eligibility status, graduation requirements, behavior and other requested information; input and process grade change reports.

Generate, duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various forms, paperwork and materials related to student registration, enrollment, grades and assigned activities; develop, maintain and update registration guides as directed.

Serve as an informational resource concerning student grades, information, records, reports and assigned activities; respond to inquiries and provide information concerning related data, processes, practices, requirements, policies and procedures; assist staff and faculty with reporting issues.

Receive, screen and process requests for course changes, counselor appointments and other student counseling functions.

Prepare, develop and update master schedule information in accordance with established standards and

procedures as assigned; process and implement scheduling changes and corrections as needed

Communicate with District personnel, outside agencies, students and the public to exchange information and resolve issues or concerns; contact others to request and verify data, documents and information as needed.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Receive, sort and review printing, data, document and reporting requests; develop, maintain and notify staff and faculty of reporting schedules and time lines for grades, registration and other data.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods and procedures of operating computers and peripheral equipment.

Computerized student information systems and related software applications.

Record-keeping and report preparation techniques.

General student enrollment, registration and grade reporting procedures and requirements.

Data control procedures and data entry operations.

Methods of collecting and organizing data and information.

Record retrieval and storage systems.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of technical duties in the preparation, updating and maintenance of manual and automated records and files for high school students.

Utilize an assigned computer system to input and update student data and information, maintain automated records and generate a variety of computerized reports and documents.

Assemble, organize and prepare data for records and reports.

Type or input data at an acceptable rate of speed.

Review and verify input and output data to assure accuracy.

Respond to requests for student records and transcripts.

Generate report cards, progress reports, quarter and semester reports, and student transcripts.

Establish and maintain student records and files.

Compile and verify data and prepare reports.

Meet schedules and time lines.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND 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 and three years experience involving data processing, record-keeping and reporting including work with

student records and enrollment functions.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Sitting or standing for extended periods of time.

Bending the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:

09/19/2007