

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: School Site Data Coordinator

DEFINITION:

Under the direction of an assigned supervisor, create, update and maintain student database files at a middle or high school site. Positions in this classification generate a variety of reports, run queries, troubleshoot, investigate and correct basic computer issues, and perform routine hardware and software support. Positions in this classification also provide a variety of assistance to students, teachers, administrators, staff and others in relation to student information files. Incumbents may also demonstrate and explain a variety of computer software operations.

EXAMPLES OF DUTIES

Create, update, and maintain a school student database, writing queries and generating a variety of reports, lists, labels and other related items according to established schedules and procedures. **E**

Enter a variety of student demographic data, performing computer system backup according to established procedures. **E**

Assist in the development and creation of master schedules. **E**

Oversee the grade reporting process, including printing of various documents for distribution to administrators, teachers, staff, and others. **E**

Monitor students school of attendance according to established guidelines and advise appropriate personnel with database reports. **E**

Retrieve database information for students, administrators, teachers, staff, and outside agencies. **E**

Operate a variety of office and computer equipment, including personal computers, printers, and network file server. **E**

Assist staff with a variety of basic hardware and software operation support, including word processing, spreadsheets, and graphics, training staff, as needed, in the operation of the student information database system. **E**

Order supplies and forms, maintain inventory, and make recommendations concerning purchases. **E**

Perform other related duties as required.

QUALIFICATIONS

Knowledge of:

Student database software, including word processing, spreadsheets, graphics, and related applications.

Principles and practices associated with student database files and master schedules.

Policies and procedures associated with student's school of attendance.

Principles and practices of maintaining and monitoring supplies.

Office practices and procedures, including elements of record keeping and filing.

Modern office equipment.

Ability to:

Create, update, and maintain student database files.
Generate reports, lists, and run queries, importing data from other databases and exporting data into a variety of software applications.
Troubleshoot and correct basic computer hardware and software issues.
Explain a variety of computer software and hardware operations.
Analyze data for completeness and accuracy.
Plan, schedule, and coordinate the receipt, review, and processing of a variety of reports and related items.
Work effectively with strict timelines.
Establish and maintain effective relationships with those contacted in the course of work.
Communicate effectively both orally and in writing.
Understand and carry out oral and written instructions.
Work independently following basic directions provided by a supervisor.
Read, interpret, apply and explain rules, regulations, policies, and procedures associated with student database information.
Maintain the confidentiality of student information.
Operate a vehicle using legal and defensive driving techniques.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Sitting for a prolonged period of time at a computer terminal entering data and creating reports.
Standing for prolonged periods of time in the use of office equipment.
Operate modern office equipment, including a keyboard to enter in data for prolonged periods of time.
Read and verify the accuracy of computer generated reports and other items related to the assignment.
Communicate to effectively understand and carry out assignments and exchange information.

EDUCATION, TRAINING AND EXPERIENCE

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education and Training:

A high school diploma, or its equivalent, supplemented by specialized training in computer database management;

and

Experience:

Two years responsible computer database experience, including at least one year in a school environment working with student database records.

LICENSE

Valid California Class C driver's license

WORKING CONDITIONS

Positions in this classification primarily work in an office environment at either a middle school or high school and have contact with adolescents, administrators, teachers, office staff, and outside agencies.