

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: Staff Data Technician

DEFINITION:

Under the direction of an assigned supervisor, create, update and maintain student database files at the District Office. Positions in this classification generate a variety of reports, run queries, troubleshoot, investigate and correct basic computer issues, and perform routine software support. Positions in this classification also provide a variety of assistance to 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 student database, writing queries and generating a variety of reports, lists, labels and other related items according to established schedules and procedures for distribution to administrators, teachers, staff, and others. **E**

Compile information and prepare and maintain a wide variety of complex data, records and reports according to established procedures and timelines; process a variety of forms and applications. **E**

Enter a variety of student data, performing computer system backup according to established procedures. **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 software operation support and training staff, as needed, in the operation of the student information database system. **E**

Check reports, records and other data for accuracy, completeness and compliance with established standards. **E**

Initiate and answer phone calls and take messages; provide information and assistance to faculty, staff, parents and others regarding the functions and activities of assigned office; explain program policies and procedures within a scope of authority; provide information of general or limited technical nature.

Create, duplicate and distribute a variety of documents, including notices, forms and lists, including materials of a confidential/privileged nature, attend meetings.

Assist assigned supervisor by performing research and special projects as requested.

Receive, sort and distribute mail; order, maintain and distribute materials, make recommendations concerning purchases.

Greet and assist faculty, staff, parents, students and others.

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.

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

Modern office equipment.

Telephone techniques and etiquette.

Record keeping techniques.

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

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills

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 software issues.

Explain a variety of computer software 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 variety of office equipment as assigned.

Maintain a variety of filing systems

Learn to interpret rules, regulations and policies regarding assigned office.

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.

Experience:

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

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.

Lifting (up to 20 pounds), carrying, climbing, squatting when files are being transported to file room/storage area.

Operate modern office equipment, including a keyboard to enter in data for prolonged periods of time.

Read to 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.

WORKING CONDITIONS

Positions in this classification primarily work in an office environment and have contact with administrators, teachers, office staff, and outside agencies. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Personnel Commission
Approved: July 14, 2015