CORONA NORCO UNIFIED SCHOOL DISTRICT

CLASS TITLE: STUDENT INFORMATION DATA TECHNICIAN

BASIC FUNCTION:
Under general supervision, performs a heavy volume of SELPA complex record analysis activities relative to the SELPA's online Special Education System including student search queries, user permission administration, document management, analysis and reporting and user support; works independently and exercises wide latitude of judgment in performing general duties and related tasks as required.

DISTINGUISHING CHARACTERISTICS:
Positions in this class receive general supervision from an assigned supervisor and are distinguished by the assignment of software systems and database support duties that require a working knowledge of a variety of subject matter and software, network and computer functions. Adequate performance requires the ability to exercise considerable independent judgment in solving problems and providing software, systems, and database support for all systems related to the Student Information System.

ESSENTIAL DUTIES:
- Supports SELPA and District staff through SEIS implementation as noted above, including help desk duties, creation and maintenance of help documents and training videos.
- Creates student search queries for analyzing student data and trends.
- Assists with training and technical support for SEIS and other applications.
- Assists with maintaining SELPA website content, documents and events.
- Proficiency in using CDE's CASEMIS software for error analysis and reporting.
- Works with users and software vendors to troubleshoot database and application problems.
- Assists with the preparation of data for the purpose of developing special reports using student database applications and other technical data.
- Assigns school and case carrier identification numbers for the purpose of entering student placement information on database applications.
- Complies with the SELPA Annual Performance Measures of student statistical data as mandated by the state for the purpose of ensuring that the Annual Performance Measures match the data entered in the student database application and the provision of services to students.
- Verifies student information for the purpose of eliminating duplicates reported to the state
- Maintains accurate records of completed work.
- Operates a wide variety of network and computer peripheral equipment.
- Generates, analyzes and distributes various reports to SELPA and district personnel.
- Maintains an open dialog with SELPA vendors and district office staff.
- Participates in District in-service programs.
- Formats SELPA forms on the Internet and hard copy.
- Maintains current knowledge of technological advances and industry standards and trends.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE/ABILITIES:
General knowledge of Microsoft and/or Novell Network Systems.
General knowledge of Microsoft Access and SQL Enterprise databases.
General knowledge of Spreadsheets/ Excel.
Microcomputer hardware and software applications.
Reporting procedures, record keeping, and report generation.
Basic arithmetic.
Correct English, grammar, spelling, vocabulary, and math.
District policies, rules and regulations pertaining to assigned area.
Prepare state reports
Operate computers, computer peripherals and standard office equipment.
Install software and provide instruction on its use.
Learn and effectively use network and systems hardware/software specific to District needs.
Read, comprehend, and apply complex instructions and technical literature.
Train or assist in providing training to users in the District.
Provide technical assistance.
Generate and maintain records as they pertain to their duties and assignments.
Troubleshoot databases and applications in a highly complex network.
Work effectively with minimal supervision.
Understand and follow oral and written instructions related to complex technical matters.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relations with others.
Make mathematical calculations with accuracy.
Work efficiently with frequent interruptions.
Schedule and perform work to meet established timelines.

EDUCATION AND EXPERIENCE:
High School Diploma or equivalent and one (1) year of college-level course work in computer technology and two (2) years' experience using, supporting, or administering student information system OR two (2) years demonstrated experience administering an enterprise student information system.

LICENSES AND OTHER REQUIREMENTS:
TB Test Clearance, Criminal Justice Fingerprints Clearance, Pre-employment Safety Videos, and Valid California Class C driver's license.

WORKING CONDITIONS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing or pulling moderately heavy objects.
Lift and carry light objects weighing up to 10 pounds.
Push and pull objects up to 35 pounds.