STUDENT DATA SYSTEMS SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Technology, perform a variety of complex and technical duties involved in the collection, evaluation, manipulation and reporting of District's student demographics, attendance, testing and other required data; enter and manage student data; utilize a computer to input data, create queries, generate links to data and produce a variety of mandated and requested computerized records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of complex and technical duties involved in the collection, evaluation, manipulation and reporting of District's student attendance, schedules, grades, and other required student demographic data; coordinate and participate in the day-to-day operations of computerized student records system; ensure timely and accurate processing of data and generation of output to meet user needs; verify and ensure accuracy and integrity of computerized data and reports.
- Utilize a computer to input data, create queries, generate links to data and produce a variety of mandated and requested computerized lists, records and reports; update information and maintain a variety of automated records and files; oversee processing schedules; ensure accountability for a variety of assigned information.
- Ensure mandated and requested reports related to students, attendance, enrollment, staff, substitutes, programs and assigned activities are completed according to established time lines; ensure accuracy and completeness of input and output data.
- Collect, interpret and prepare materials and data for reporting purposes; obtain computer applications as required; update and manipulate data as needed; develop, format and maintain spreadsheets and a variety of specialized forms, manuals and reports as assigned.
- Research, compile and verify a variety of data and information; merge a variety of data and computerized documents as needed; compute statistical information for various federal, State and organizational reports as necessary; identify and resolve a variety of statistical discrepancies.
- Serve as a technical resource to staff concerning data input and reporting functions as assigned; respond to inquiries and provide information concerning related practices, applications, requirements, standards, techniques and procedures; provide related training as required.
- Assist in establishing and maintaining data collection and report production time lines and priorities; create and maintain databases as needed; maintain databases by collecting and organizing new and existing student data and modifying school information as required; ensure current student data.
- Prepare reports for distribution; submit reports to appropriate agency or personnel according to established time lines.
- Perform a variety of secretarial and administrative assistant duties in support of assigned programs and functions; process and evaluate a variety of forms and applications; maintain appointment and activity schedules and calendars.
- Communicate with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns; maintain integrity and accuracy of data and reports; troubleshoot errors or problems; confer with technicians regarding problem resolution and system enhancements.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Monitor inventory levels of office, computer and other designated supplies; order, receive and maintain appropriate levels of inventory as required.
- Attend and participate in a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:
    Any combination equivalent to: graduation from high school and two years successful related work experience.

Knowledge of:
- Principles, methods and procedures of operating computers and peripheral equipment.
- Data control procedures and data entry operations.
- Principles and practices of data research, processing and evaluation.
- Record-keeping and report preparation techniques.
- Policies and objectives of assigned programs and activities.
- Methods of collecting and organizing data and information.
- Scheduling requirements for mandated reports.
- Technical aspects of field of specialty.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record retrieval and storage systems.
- Mathematic calculations.

Ability to:
- Perform a variety of complex and technical duties involved in the collection, evaluation, manipulation and reporting of organizational student, attendance and other required data.
- Utilize a computer to input data, create queries, generate links to data and produce a variety of mandated and requested computerized records and reports.
- Operate computers and peripheral equipment properly and efficiently.
- Review and verify input and output data to assure accuracy and efficiency.
- Assemble and prepare data for records and reports.
- Compile data in a timely and efficient manner and prepare reports.
- Establish and maintain files and records.
- Type or input data at an acceptable rate of speed.
- Compile, organize, evaluate and present statistical and technical data.
- Develop and prepare processing schedules for computer operations.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Determine appropriate action within clearly defined guidelines.
- Add, subtract, multiply and divide with speed and accuracy.

WORKING CONDITIONS:

Work Environment:
- Office Environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to view a computer monitor and read a variety of materials.

- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 1/17/01, 2/9/05, 2/14/18

FLSA Status: Non-Exempt