



# Somerton School District No.11

“Children, Our Priority-Personal Best, Our Goal”

343 N. Carlisle Avenue • P.O. Box 3200 • Somerton, AZ. 85350-3200

Phone (928) 341-6000 • Fax (928) 341-6090

[www.ssd11.org](http://www.ssd11.org)

## DATA TECHNICIAN I

**Open Until Filled**

**Department:** Professional Development/Technology

**Type:** Classified **Status:** Non-Exempt **Range:** 41 (\$13.83+ up to 12 years of previous related experience)

**Reports to:** Professional Development Coordinator

This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

**TASKS:** Generate all District testing data from input to output. Develop and implement data input. Design and implement data input and checking systems, working with data entry personnel to ensure valid and accurate data input. Work with users of data to determine their needs and implement systems to deliver that information to them as needed. Provide assistance and training to users of data.

Export, import and process instructional data as required. Extract testing data from programs and create reports and files for reporting purposes for organizations such as Arizona Department of Education and federal programs Attend training classes as needed.

Existing data includes student data (demographics, assessments, attendance, grades, tests). Existing programs include: AZ Merit, PowerSchool, Galileo, Success Maker, AZELLA, Dynamic Curriculum Strategies, National Geographic, DIBELS.

### KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of Federal, state and local laws and regulations governing data requirements and information systems.
- Knowledge of current information system trends and systems.
- Knowledge of information system environments, methods and techniques.
- Knowledge of PowerSchool.
- Skill in working with data at a very detailed level to ensure accuracy and compliance.
- Skill in analyzing highly technical information and translating it into easily understood communication.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS:** Work is performed in an indoor environment. Work requires frequent sitting, walking, bending and lifting..

**QUALIFICATIONS:** Five (5) years experience working with data in a K-12 institution (preferably in Arizona). Additional certifications may also be required as specified by the District.

**Please apply at [www.ssd11.org](http://www.ssd11.org)**

**Administration:** *Laura Noel, Ed.D, Superintendent*

**Governing Board:** *Araceli Juarez, President • Lorena Zendejas, Clerk • Juan Castillo • Carlos Gonzalez • Leticia Yopez*



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