

MODESTO CITY SCHOOLS

JOB DESCRIPTION

STUDENT DATA SPECIALIST-STATE & FEDERAL

DEFINITION:

Under the direction of the Supervisor-English Learner Programs, develop and maintain the District's Assessment Center database systems and programs including report writing, screen design, graphical user interface and systems procedures; collect and download student information data; prepare complex reports; provide user support for the English Learner component of the District information system operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and maintain applications, forms, correspondence, files, records and reports for the District's Assessment Center, State & Federal and related programs.
- Establish and maintain links of data from multiple sources for extracting and downloading information into an assigned database.
- Identify, troubleshoot and resolve system and database issues; assist users in problem determination and solutions for English Learner information systems.
- Input a variety of other information into an assigned computer system; generate a variety of computerized lists as requested; ensure accuracy of input and output data.
- Respond to inquiries and provide information; evaluate user requests and assist in application development.
- Develop and maintain schedules to run reports and for program evaluations.
- Track student waivers and student assessments; maintain follow-up status.
- Collect and download student information data such as CELDT scores, student schedules, grades and tests scores into an assigned computer program.
- Develop and maintain District-wide system for tracking and reporting English Learner Primary Language and English Language Development test scores.
- Create and generate data file exchange and data comparisons for assigned programs.
- Develop forms, letters and reports for redesignating English Learners to Fluent English Proficient.
- Provide technical support for users of the EL/FEP information system.
- Develop and maintain a system for determining program status and testing needs of potential English Learners.
- Research and prepare special projects as assigned.
- Communicate with District personnel service providers and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Attend meetings, conferences and in-services as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and three years experience in accounting, bookkeeping, clerical, secretarial work performing computer data entry.

Licenses and other Requirements

- Typing certificate evidencing ability to keyboard at a net rate of 45 words per minute.

DESIRED QUALIFICATIONS:

- Two years college course work or training in secretarial, clerical, bookkeeping, accounting or general office procedures skills, including data entry.

Knowledge of:

- Data entry procedures and computer system operations.
- Applicable database and spreadsheet software and related programs.
- Principles and practices of data research, processing and evaluation.
- Record-keeping, filing and report preparation techniques.
- Methods of collecting and organizing data and information.
- Applicable laws, codes, regulations, policies and procedures.
- 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.
- Operation of a computer and assigned software.
- Mathematic calculations.

Ability to:

- Perform a variety of technical duties involved in the collection and reporting of organizational student data and information for State and Federal reporting.
- Assemble, interpret and organize information and statistical data for reports and schedules.
- Review and verify input and output data to assure accuracy and efficiency.
- Utilize applicable databases and spreadsheets.
- Establish and maintain accuracy of files and records.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Compose correspondence, memoranda, bulletins and reports independently.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.

WORKING CONDITIONS:

Work Environment:

- Indoor/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.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to retrieve files and 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.

Cabinet Approved: 2/18/03

Unit Approved: 3/10/03

Board Approved: 3/24/03

FLSA Status: Non Exempt

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