Appendix A   Colusa Unified School District
Job Description

Title: Data Technology Specialist   **Class: X**

Basic Function:

Under the direction of the Technology Department Head performs highly skilled and responsible work in the area of student and staff electronic record maintenance; reporting using multiple software packages; and uploading data to State and Federal web sites. Duties may vary, but are not limited to, those listed below.

Representative Duties:

- Performs a variety of district student and staff data support duties related to maintaining accurate records.
- Works with software companies to process and appropriately disseminate district demographic and assessment information.
- Provides student data support for Colusa County Welfare Department, Migrant Education and Colusa Tribal Contact - entering and verifying accurate data for these organizations.
- Runs data reports and scans drafts for logical and clerical errors prior to final submission.
- Submits accuracy-checked final reports to a variety of local, State and Federal agencies before deadlines.
- Responsible for all District-wide Title I and Title III mandated communications to student homes.
- Acts as Webmaster for each site and the district; collecting and uploading information and calendar events.
- Acts as the lead staff person and an Eligibility Official in supporting the Free and Reduced Price Meal Program
  - Creates, proofs, prints, and mails updated FRPM information annually.
  - Distributes media releases.
  - Calls / emails or otherwise contacts families about eligibility.
  - Conducts application verification in accordance with CDE regulations.
  - Generates reports on FRPM demographics.
- Acts as software / account administrator for selected programs.
- Assists the Technology Director in managing the CUSD:
  - Student Information System
  - Data and Assessment System
- Acts as the lead staff person for State Testing Administration Systems – related to CAASPP, ELPAC, CST, PFT.
  - Develops timelines and communicates these to district staff.
  - Manages all user login accounts.
  - Oversees data collection for evaluation and assessment projects.
  - Responsible for all transmission of testing materials – ordering test materials, assembling, and shipping as necessary.
- Assists administrators and staff with ideas and suggestions for operational automation.

- Assists with answering phones and directing District Office visitors.
- Provides answers to basic user questions related to software operation.

KNOWLEDGE AND ABILITIES:
Knowledge of:
Computers, peripherals and software necessary to complete duties listed above.
Example software packages include:
- Software Student Information Systems: Eagle Software Aeries Access District and local Administration, Aeries.Net, Nutrikids Nutrition Services District Manager POS, Heartland Online Application Assurance, MyLunchBucks District Administration. Bright Arrow Auto Dialer District Administration, Illuminate, Infinite Campus.
- Office Software Programs: Microsoft Office Suite: Word, Access, Excel, Outlook. Adobe Acrobat Professional, Google Docs.
- Web Based Resource Information Systems: Migrant Educational Program System (MSiN), Special Education Information System (SEIS), California Nutrition Information Reporting System (CNIPs), California Basic Educational Data System (CBEDS), Test Operations and Management System (TOMS), .
- Different softwares may be used. This is the current list, but software may change as requirements and technology evolves.

Use of multi-line phone systems.
Use of intercom systems.
Site and district policies and procedures.

Ability to:
Use a variety of software and hardware in completion of the duties listed above.
Organize and maintain a variety of records and reports
Promote good working relationships with colleagues, staff and parents, while preserving the privacy of confidential matters, which may occur within the scope of assigned duties.
Communicate effectively – particularly about technical issues.
Stand, walk, or sit for extended periods.
Regularly lift 10 pounds and occasionally lift and/or move up to 25 pounds.
To work without immediate supervision and in an independent or team setting. Demonstrate good problem solving skills.
Logically assess data reports for errors and omissions.
Model and maintain a professional atmosphere in the office at all times.
Read, write, understand and carry out oral and written instructions.

EDUCATION, EXPERIENCE AND CERTIFICATES:
High School diploma or equivalent.
Two years of training in computers preferred.
Two years of experience in technology / data support preferred.
Bilingual preferred.
Possess a valid California Driver's license.
A high degree of familiarity and experience with the Office Software Suite (Word, Excel, Outlook, Access, PowerPoint) and web based software (Google Drive, Docs, Sheets).

Upon hire at Districts expense:
On the job training for other software.

WORKING CONDITIONS:
Attire:
Professional attire appropriate for this position. No clothing or jewelry that poses a safety hazard. Hair must be well groomed. Good personal hygiene.

Environment:
The nature of the position requires the employee to frequently work in a fast paced, multi-tasking environment. Exposure to electronic equipment is constant. The employee may be expected to perform repetitive tasks for long periods.

CSEA ratification date: 3/21/18
CUSD ratification date: 4/10/18