

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Adult Education Data Information Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9460	WORK YEAR:	12 Months
DEPARTMENT:	Adult Education	SALARY:	Range 50 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL: REVISION:	06-01-10

BASIC FUNCTION:

Perform a variety of difficult, complex, and technical management information duties related to adult education data processing; collect, tabulate, and analyze large volumes of data for federal and state reports; provide input regarding data collection procedures, and adult education computer software utilization; exercise independent judgment and initiative in the performance of duties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Receive, monitor, and transmit data from e-testing; advise administrators and teachers of missing demographic information; advise administrators and teachers of missing tests, inaccurate test scores, and conservative (diamond) test scores. **E**

Update and distribute the district assessment policy to all administrators and teachers. **E**

Prepare data charts and tables as required. **E**

Monitor compliance timelines for all federal and state reports; collect, tabulate, and analyze large volumes of data; ensure data integrity prior to submission for federal and state reporting. **E**

Assist with the development of customized assessment instruments to measure specific competencies based on program needs; assist teachers on usage of adult education system software to place learners in programs, diagnose learners' instructional needs, monitor progress, and certify mastery of functional basic skills. **E**

Monitor and update teacher changes and codes; locate student documents, and make corrections as required; assist in troubleshooting data problems or answering questions for administrative or adult school personnel; distribute class and alpha listings, and maintain binders. **E**

Research and analyze data utilizing computer database management and spreadsheet programs; coordinate the collection and preparation of data through computer-generated reports required by district personnel, or state and federal agencies; provide, update, and maintain data and reports required by outside agencies or the district. **E**

Monitor benchmarks through data comparison; monitor the progress and integrity of data submitted to federal and state agencies for funding; monitor and meet submission timelines for federal and state reporting requirements. **E**

Check all reports for proper course code and description, proper coding for teachers, and accuracy; assure that all classes offered have been submitted to the California Department of Education (CDE) for approval. **E**

Act as a liaison with the California Department of Education, Federal Department of Education, Comprehensive Adult Student Assessment Systems (CASAS), and the public. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate records, reports, queries, lists and summaries; operate a variety of office machines and equipment. **E**

Assist with the coordination of adult education projects, design and implement computer-generated reports, and process large volumes of data from a variety of software programs. **E**

Provide technical support and training to the department or adult agencies; provide training related to computer hardware and adult education software. **E**

Conduct workshops and presentations to provide information for adult education staff pertaining to forms, procedures, and database management; attend workshops and meetings related to database management and specialized adult education software programs. **E**

Receive, monitor, and transmit documents; maintain binders with copies of all corrections made to computer tables; update and distribute data management procedural handbook, charts, and tables; prepare correspondence, make copies, file documents, order and maintain supplies and equipment; operate a vehicle to conduct work; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and four years of experience in record keeping, business accounting practices, on-line database systems management, attendance accounting, and completing statistical federal and state reports. Experience required utilizing adult education software programs, such as Tracking of Programs and Students Production (TOPSPro), Associated Software Administrative Programs (ASAP), Comprehensive Adult Student Assessment Systems (CASAS), and e-testing.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding.....55 Correct WPM
 Word.....80% Overall Score
 Excel or Access.....80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a computer and sophisticated adult education software programs.
 Database management, word processing, record keeping, and reporting procedures.
 CASAS rules and regulations.
 Methods and processes of statistical analysis and data reporting.
 Record keeping and reporting procedures.
 Traditional and electronic filing system techniques.
 Principles of providing training and work direction to others.
 Statistical terminology and procedures.
 Oral and written communication skills.
 Interpersonal skills using tact, patience, and courtesy.
 Operations, procedures, specific rules, and precedents related to adult education reporting.
 Applicable sections of State Education Code and other state and federal laws.

Correct English usage, grammar, spelling, punctuation, and vocabulary.
Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Understand program terminology.
- Perform calculations and post data rapidly and accurately.
- Operate a variety of office equipment, including sophisticated computers and programs.
- Learn and assimilate new programs or procedures, and analyze their value to the division.
- Perform computational tasks with speed and accuracy.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Coordinate and conduct meetings.
- Troubleshoot computer hardware and software.
- Work independently, and meet schedules and timelines.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain records and files.
- Prepare comprehensive narrative and statistical reports.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Lift light objects according to safety regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; fast paced work with fixed deadlines; constant interruptions; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date