



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION DATA TECHNICIAN

DEFINITION:

Under general supervision of the Executive Director, SELPA & Special Education this position is responsible for a wide variety of complex data collection, analysis and reporting for the Tehama County SELPA and Special Education programs. This position is also responsible for assisting Tehama County school districts with data collection strategies and regulations governing student information system data for students eligible for Special Education services.

ESSENTIAL FUNCTION AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Coordinate the collection, analysis, and evaluation of statistical information provided by various data management systems.
- Compiles accurate data and generate data displays as needed for program, district, state and/or federal reports.
- Maintain data integrity and provide frequent data validations.
- Participate in collaborative meetings; consult with program administrators and other county office technical staff, district/school personnel in data specific to delivery of special education curriculum and instruction.
- Develop, coordinate and conduct professional development with program and district staff on data collection strategies and regulations pertaining to student information systems.
- Develop, compile, monitor, review and submit a variety of reports and statistical data with minimal supervision or direction.
- Identify and/or develop information systems to increase efficiency and accuracy in data collection.
- Reconcile data between student information systems available.
- Maintain a wide range of data related to program and student files, demographics, attendance or other according to program needs.
- Receive, verify, and enter data into required student information and data management systems.
- Retrieve data from files and/or records and generate a variety of required reports and statistical information.
- Prepare and transmit data files from information provided by individual schools or programs, ensuring accuracy of data prior to submission and monitors integrity of database(s).
- Document and distribute information regarding data inconsistencies, errors, and changes in variable definitions or coding discovered in the course of completing requests and communicate data deficiencies with administrative staff and data requestors, as appropriate.
- Comply with state and federal privacy laws to protect the integrity and confidentiality of the data.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- High school diploma or equivalent supplemented by training in data, clerical skills or relevant computer software applications.



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- Five (5) years increasing responsible administrative support work preferably involving public contact. Can substitute two (2) years of work experience at the Administrative Assistant II level at TCDE.
- AA Degree in a related field, business or accounting preferred.
- Related college education beyond high school may be substituted for experience on a year for year basis. Any related experience beyond the requirement may also be substituted on a year for year basis for up to two (2) years of education.

KNOWLEDGE OF:


- Methods, procedures and terminology used in data collection, organization, analysis and interpretation.
- Principles and practices of data collection and report preparation.
- Financial and statistical record-keeping techniques.
- Policies, procedures and schedules governing program and student data, state and federal requirements.
- Sources and uses of educational demographic, process, perception and outcome data.
- State and federal accountability systems, tools and test data interpretation policies.
- Effective oral and written communication strategies and facilitation techniques.
- Modern office administrative and secretarial practices and procedures related to the department assigned.
- Computer applications related to the work, including word processing, database and spreadsheet software.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work. Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- English usage, grammar, spelling, vocabulary, and punctuation; business arithmetic and basic statistical techniques.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Maintain confidentiality.
- Collect, analyze and interpret data; organize report materials; translate technical material and data into clear, accessible language or tabular and graphical displays.
- Communicate technical concepts to others effectively, orally and in writing and convey a positive, service-oriented image.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Demonstrate integrity, accountability, innovation, passion, professional approach to customer service and teamwork in the performance of job responsibilities.
- Perform responsible administrative and secretarial support work with accuracy, efficiency, and minimal supervision. Provide varied, responsible secretarial and office administrative work requiring the use of tact and discretion.
- Respond to and effectively prioritize multiple tasks, phone calls, customer requests and other miscellaneous demands as necessary for assigned responsibilities.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Assemble, organize, and prepare data for records and reports.
- Compare numbers and detect errors efficiently.
- Make arithmetic computations with speed and accuracy.
- Operate standard office equipment including a computer, calculator and applicable software.



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PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: January 3, 2019 Revised: _____

APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: January 3, 2019