



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>STUDENT DATA TECHNICIAN - BILINGUAL</u>			
DEPARTMENT/SITE: School Site		SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	20 per 2021/2022 Schedule
		WORK YEAR:	11 Months (221 Days)
REPORTS TO: Principal		FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of the Principal, manage the automated student information system at assigned school site; provide a variety of technical services and clerical support to an assigned counseling office; support the counseling department with school-wide events and initiatives; provide support in primary language as required; translate (both to proper English and primary language) a variety of written documents as well as interpret for conferences, meetings and phone calls; register and schedule students according to established procedures and policies; provide procedural guidance to system users, students, and parents; ensure accuracy of data and compliance with established State and federal requirements as it pertains to student data; maintain records and prepare reports. The incumbents in this classification assist in providing students and staff with technical administrative support which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Provide clerical support to an assigned counseling office; provide support in primary language as required; translate (both to proper English and primary language) a variety of written documents as well as interpret for conferences, meetings, and phone calls; respond to inquiries and provide assistance to staff, students and the public; schedule counseling appointments; answer telephone calls and provide information and assistance to callers, visitors, staff and students.

Manages automated student information system software at the assigned school site; inputs data into Student Information System (e.g., enrollment, student record updates, assessment records, scheduling, grading, transcripts) to ensure accuracy and completeness of data.

Prepare and maintain student class schedules; respond to and process schedule changes and class requests; print schedules and class lists; notify teachers and counselors of new students; prepare and update enrollment cards and student census information into the county Student Information System Program; assist assigned administrator with preparing master schedules; assure related paperwork is received and completed in a timely manner.

Prepare, strategize, and assure the accuracy of the approved master schedule to accurately input the courses in the Student Information System, configuring individual sections; assist counselors, school staff, and teachers regarding master schedule issues; provide and receive information related to master

schedules, schedule changes, conflicts, course codes, and other issues as required.

Register and enroll new students according to established policies and procedures; verify and assure the accuracy of registration information; input registration data into the computer; distribute registration records; request and process foreign, domestic, and outside school transcripts; respond to transcript requests; review and record transcript information for proper placement of new students; complete records for the release or transfer of students.

Provide procedural guidance to students, parents, and staff on technology, proper student placement, student scheduling, school policies, report cards, and other technical issues; serve as a technical resource to the school site; collaborate with District departments, feeder schools, and other school districts concerning student enrollment, assessment, placement, and assigned functions; troubleshoot the District Student Information System to identify and resolve issues.

Perform a variety of independent clerical and technical services; prepare a variety of correspondence, reports, bulletins, lists, and other materials as requested; schedule meetings and appointments as assigned by the counseling department; process a variety of District forms and enrollment applications.

May prepare counseling referrals and student profiles for Student Study Team; prepare agenda, contact parents, take and transcribe Student Study Team notes for distribution to staff members.

Create lists of electives for students under the direction of the Principal; request teacher recommendations for placement; collect, sort, and input student information into a spreadsheet or Student Information System, as assigned; search for and resolve errors, and process information for accuracy.

Receive and process student grades and grade changes; prepare and print report cards and progress reports; notify teachers, counselors, and parents of academic issues.

Compare, review, and evaluate assessment and student data materials; identify errors and discrepancies, make corrections, additions, and modifications as needed; compute statistical information for various reports; resolve a variety of statistical discrepancies.

Monitor inventory levels of registration packets and grading materials; order supplies as necessary.

Prepare and maintain a variety of records, reports, and spreadsheets related to students, class schedules, staff, and instructional programs; prepare a variety of forms, applications, and packets.

Assist with the release of students to authorized parents, guardians, or other approved individuals following child custody laws and information provided, including working with restraining orders.

Oversee the distribution of student Chromebooks; account for monies received; assist low-income families with school supplies and other needs; collect outstanding Chromebooks and direct families on where to return other school property such as textbooks and library books.

Operate a variety of school office equipment including a calculator, telephone, copier, fax machine, computer, and assigned software.

Coordinate articulation schedules; contact elementary schools to arrange dates for Counselors to visit; schedule high school visits; prepare fliers/ course sheets and other related materials for visitations.

Participate in other assigned activities such as coordinating orientation activities, assisting with student testing activities, and processing work permit applications.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Student Information System software; operation of a computer, assigned software.
Legal requirements and regulations related to student records.
San Diego County Office of Education Student Information System.
Promotion credits and requirements.
Modern office practices, procedures, and equipment.
Record-keeping, accurate data entry techniques, report preparation, and filing techniques.
Correct oral and written usage of English and a designated second language.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Basic subjects taught in schools including arithmetic, reading, writing, grammar, and spelling.
Telephone techniques and etiquette.
Statistical and confidential record keeping.

ABILITY TO:

Provide clerical support to an assigned counseling office.
Facilitate communications between District personnel, non-English speaking parents, and others.
Ability to add, subtract, multiply and divide.
Ability to conduct basic research; plan and organize work; meet schedules and timelines.
Serve as an interpreter for conferences, meetings, and other events.
Understand, speak clearly, read and write fluently in English and designated second language.
Perform a variety of independent clerical and technical services.
Register and schedule students.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Learn laws, rules, and regulations related to assigned activities.
Maintain records and prepare reports.
Operate a computer and assigned software.
Assemble, organize and prepare data for records and reports.
Complete work with many interruptions.
Keyboard or input data at an acceptable rate of speed.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent and three years of clerical experience involving student scheduling preferred, including two years in a school office and experience translating materials and interpreting in English and a second language.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

WORKING CONDITIONS:**ENVIRONMENT:**

School office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Seeing to view a computer monitor and read, prepare and assure the accuracy of a variety of materials

Bending at the waist, kneeling or crouching to retrieve files.

Reaching overhead, above the shoulders, and horizontally.

Occasionally lift and/or move objects weighing up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 12/91; Rev. 3/98; 10/01; 06/11 (Ewing)

5/22 Revised / Retitled / Job Family (EH&A / MGT Consulting) / PC & GB: 09/2022 Reallocated PC & GB: 09/2022