

Job Description

Prepared/Revised Date: December 2021

Job Title: **Data Technician**
 Job Family: **Central Administrative Support**
 Pay Program: **Classified**
 Typical Work Year: **10 or 12 months**

Job Code: **1331**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G10**

SUMMARY: Responsible for the collection, recording and retrieval of information maintained in multiple district information technology systems for academic and auditing purposes. Provide training and guidance to staff regarding state, federal and district compliance as well as department processes. Maintain electronic and/or paper files, ensuring they comply with federal, state and district guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary by position.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain, monitor and manage an accurate database(s) according to federal and state laws and district policies and procedures. Retrieve, review, monitor and track data for reports, both internal and external, relevant to district, state and federal reporting.	D	50%
2. Process documents and information to ensure that they are sufficient, complete, and in compliance with federal, state and district policies and procedures. Communicate with stakeholders regarding missing information, potential inaccuracies. Enter, record, store or maintain records using district document management system ensuring accuracy and completeness. Convert hard copy files into electronic files. Prepare reports as requested.	D	25%
3. Provide customer service via telephone and in person to schools and parents; advise and train staff and parents regarding state, federal and district guidelines, procedures and deadlines. Provide training to staff regarding department policies and procedures, as needed via phone and in person to ensure compliance.	D	15%
4. Assist the Information Technology (IT) Department during October Count for verification and correction of data for reporting purposes to Colorado Department of Education (CDE) and other state or federal agencies.	A	3%
5. Collaborate with the records management team to ensure compliance regarding record policies, standard operating procedures and suggestions to improve record keeping. Provide assistance to staff on processing records to ensure district and state compliance.	D	2%
6. Perform other job related duties as assigned	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 3 years' experience working with database and spreadsheet applications.
- Associate degree preferred.
- Spanish/Bilingual preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Knowledge of federal, state and district policies and procedures must be acquired within six (6) months of hire.
- Customer service and public relations skills.

- Critical thinking and problem solving skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail and scanning equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Department Director/Supervisor or Manager	varies

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X

Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	