



SEPTEMBER 2020

VACANCY FOR THE 2020 – 2021 SCHOOL YEAR

Position: **DATA AND ASSESSMENT TECHNICIAN (8 Hours)**

Opening Date: Friday, September 25, 2020

Closing Date: **Thursday, October 1, 2020 - NO LATER THAN 3:30 P.M.**



Comments: Your application must be filled out completely and will only be accepted if it clearly indicates that the minimum requirements for the posting are met. Applications for employment are accepted online via EDJOIN.ORG.

Benefits: New hires may be eligible for benefits after passing a 60 day work period.

Salary: \$21.57/hr. - \$26.19/hr. (All employees are hired on Step 1 unless verification of previous similar experience in a school district).

Minimum Requirements: High School diploma or equivalent AND the following:

- One (1) year of extensive experience working with student information systems (SIS) and CALPADS databases supporting specific purpose applications and support services.
- Three (3) years of increasing responsibility supporting a specific purpose applications and testing environments in a school district is preferred.
- AA degree in business, computer science, or similar area and possession of the knowledge and abilities.
- College level or technical training in data processing and computer programming desired.
- Two (2) recent letters of reference.
- **To be considered all requirements MUST BE ATTACHED when submitting application.**

Example of Duties:

Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here: Coordinates the use of demographics, test result fields and related data in the student information system (SIS) to maintain high levels of data input/output efficiency and accessibility; Coordinates and monitors administration of all State and district tests and dissemination of testing materials and results, including, but not limited to, bilingual testing, PE, CAASPP and CAST; Conducts training sessions for site and district staff individually and in groups regarding all aspects of state longitudinal data and assessment systems and the related data; Operates a computer to input and extract data from automated information management, storage, and retrieval systems; Organizes and prepares application software documentation, procedural documentation, and operation instructions; Assists with reconciling data between student information systems and CALPADS/CAASPP systems, and other district, state or federal databases; Provides details about data and datum relationships to help prepare specifications for collecting, maintaining, and reporting information; Provides ongoing reports and training to staff using CALPADS and/or CAASPP data and attend meetings; Supports department programs by preparing purchase orders, conference requests, personnel requests, and other clerical duties; Uses a variety of tools to monitor and evaluate data in the district's student information systems; Performs complex and technical clerical work involving reviews and audits of a variety of materials that require familiarity with policies, practices, and procedures; Responsible for all accurate and timely state reporting submissions; actively participates in the accuracy of data related to Census Day (CBEDS); Assists with data collection, input, and submission for Federal, State, district, and school programs and requirements; Uses technical knowledge and knowledge of district data resources to consult with school sites and other divisions to solve data problems; Assists with the creation of staff accounts and student rostering in multiple district databases; Responsible for the creation, scheduling, and documentation of custom extracts and ad-hoc reports; Maintains certified State reports; Designs and executes specialized complex queries using a variety of databases and software; Monitors the integrity of assessment databases. **Minimum Knowledge of:** Operation of district student information system database systems, CALPADS/CAASPP systems, other Federal and State data systems, and other applications; Basic logic and/or programming principles; Correct English usage, spelling, grammar and punctuation; Report

preparation and formats; Technology related to electronic submission of data to the CDE, CSIS, and other organizations; Logical steps in computer operating systems and record management. **Skill and Ability to:** Audit and reconcile data of more than average difficulty; Set priorities and meet deadlines; Communicate effectively both orally and in writing; Analyze and interpret state reports and provide feedback on methods to correct errors; Compile complex statistical reports; Understand and carry out oral and written directions; Detect errors in printed output and troubleshoot query problems; Interpret an extensive variety of technical instructions; Develop and maintain effective working relationships with those contacted in the course of work; Ability to work under pressure, meet deadlines, and establish priorities; Learn and utilize new and current technologies; performs other related duties as assigned. (Complete job description available in Human Resources.)

Examination: **Applicants must successfully complete each part of the examination process in order to be considered further.**

No Written Examination – Application will be reviewed for interviews

Performance Test: TO BE DETERMINED

An eligibility list will be in effect for 6 months or until less than 3 applicants remain on the list.

If FIVE (5) applicants are permanent employees from the Lancaster School District and demonstrate the ability to meet the job qualifications, the position will be filled on a promotional basis.

General Information:

Physical Requirements and Working Conditions

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 20 pounds and may occasionally weigh up to 50 pounds with appropriate lifting techniques.
- Is subject to inside environmental conditions.
- Required to work at a computer terminal for prolonged periods.
- Must possess a valid California driver's license and be insurable.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Tuberculosis or Chest X-Ray

Before being employed and beginning work for this District, you will be required to file evidence of having had tuberculosis Mantoux examination (Intradermal skin test) with a negative result within the past year (or have submitted to a tuberculosis risk assessment within the past 60 days). Medically verified positive skin test results require a chest x-ray.

Other Requirements:

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be live scan fingerprinted for the purpose of a confidential background investigation.

Pursuant to Public Law 99-603 (US Immigration and Naturalization Service), all employees hired after November 6, 1986, must provide proof of work eligibility. Please be prepared to provide appropriate documentation, which establishes your right to work in this country.

"AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER"