

Window Rock Unified School District No. 8 Position Description

Position Title	Data Technician II
Date Revised	2007
Status	Classified
Salary Level	H
Work Year	12 months
Qualifications	<ul style="list-style-type: none"> ➤ Associates Degree or equivalent; ➤ Minimum of two years of relevant office support and customer service experience; ➤ Intermediate computer skills in Windows operating system; ➤ Excellent computer software skills in Microsoft Excel, and Access; ➤ Excellent communication skills; ➤ Strong ability to work with others and demonstrate leadership skills; ➤ Strong ability to adapt and master school district student information management system.
Job Goal	Responsible for the efficient operation of school district data collection, reporting, and management.
Essential Duties	<ul style="list-style-type: none"> ➤ Provides leadership to school attendance clerks on behalf of school attendance data collection and reporting, school attendance policies, accuracy of data entry, and database development; ➤ Provides submission of data reports to state department of education, auditors, and school district. Data reports include 40th, 100th day student counts, food service programs, title programs, No Child Left Behind reports, graduation rate, dropout rate and other various data reports; ➤ Provides database development of school and student demographics data of attendance, food services, English Language Learners, Special Education, assessment, and transportation. ➤ Formats data to interface with school district student information management system to be utilized by authorized school district staff; ➤ Verifies accuracy of data through a review of ADE generated reports and documents from the student information management system; ➤ Provides training on the school district student information management system to school attendance clerks, school support staff and administrators, school counselors and other district staff; ➤ Provides technical assistance of various data collection, data reporting, formatting, and data manipulation techniques; ➤ Creates school demographic reports to be used for grants, title program reports, state department of education, and school district website. ➤ Coordinates timelines with school attendance clerks and school district staff to submit timely reports to the state department of education. ➤ Provides technical assistance to Curriculum, Instruction and Assessment department staff on special projects when needed in area of expertise; ➤ Performs other duties as assigned.
Certificates/Licenses	Valid Arizona Drivers License
Physical Effort	Physically comfortable, normal office work
Working Environment	Normal office conditions
Supervision Given	None
Supervision Received	School Improvement Specialist for Assessment

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The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisors signature

Date

Employees signature

Date

Board Approved: 09/12/07