

DATA SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Alternative Education, perform technical duties in the maintenance and generation of various computer-generated records and reports; perform various site-related accounting duties; provide support and information to district staff, school site personnel, students and the public.

REPRESENTATIVE DUTIES:

- Create, maintain and generate a variety of computerized reports and records for Alternative Education Programs, including discipline, progress reports, permanent grade records, attendance, schedules, profiles, teacher rosters and grade sheets, locator cards and other required/requested records; distribute reports to appropriate site and district staff. **E**
- Input class schedules for Delta and Alternative Education Programs. **E**
- Provide support and information to District staff, school site personnel, students and the public; troubleshoot computer-related problems as needed; make minor repairs on equipment or arrange for repairs; train others in the proper use of assigned District systems as needed. **E**
- Assign numbers to new students and enter student information into appropriate computer system; re-enter returning student information; update individual student records as needed. **E**
- Maintain a variety of records for Alternative Education; receive and make changes to transcript history as appropriate. **E**
- Monitor alternative education budgets. **E**
- Prepare, process and code contracts, travel claims and requisitions. **E**
- Create and maintain accounting documentation and reports. **E**
- Operate various computers and software systems, printers, copiers, facsimile, scantron and other office machines or equipment as assigned. **E**
- Train and provide work direction to student assistants as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Methods and procedures of operating assigned computers, software systems and peripheral equipment.

Principles and practices of data processing, entry and control functions.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Methods and practices of school district financial record-keeping.

Accounting principles, methods and terminology.

Policies and objectives of assigned department.

Modern office practices, procedures and equipment.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform technical duties in the maintenance and generation of various records and reports.
Operate a computer terminal and peripheral equipment properly and efficiently.
Make minor repairs on systems and printers.
Work independently with little direction.
Understand and follow oral and written directions.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Determine appropriate action within clearly defined guidelines.
Type 50 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Perform mathematical calculations with speed and accuracy.
Plan and organize work.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience involving extensive use of computer databases.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy boxes of paper.
Bending at the waist, kneeling or crouching.

7/1/11
SMJUHSD
Range 20