Classified Job Description – 0.5 FTE
Bilingual District Data & Program Support Technician
(English/Spanish)

Description:
The District Data & Program Support Technician is directly responsible to the Coordinator of Business Services for performing a variety of advanced clerical, technical, data management, and program support duties requiring independent judgment, accuracy, confidentiality, and a thorough understanding of District operations, policies, and procedures. The primary responsibilities of this position include maintaining accurate student and program data; supporting required district, county, state, and federal reporting; providing clerical support for the California Longitudinal Pupil Achievement Data System (CALPADS), the Medi-Cal Local Educational Agency Billing Option Program (LEA BOP), and the Children and Youth Behavioral Health Initiative (CYBHI); providing bilingual communication with families; and supporting district-wide family engagement efforts.

This position serves as an important liaison between the District, school staff, students, families, and outside agencies. The employee is expected to exercise discretion in handling confidential information, communicate effectively in English and Spanish, and work collaboratively with administrators, staff, parents, and community partners.

Job Functions:
- Prepare, maintain, organize, and archive a variety of electronic and paper files, reports, correspondence, records, forms, and documents related to District operations and assigned programs.
- Maintain accurate student demographic, enrollment, program participation, and reporting data utilizing District information systems.
- Assist with the preparation, verification, certification, submission, and maintenance of California Longitudinal Pupil Achievement Data System (CALPADS) data and reports.
- Perform complex data entry, reconciliation, validation, extraction, and reporting to ensure compliance with District, county, state, and federal reporting requirements.
- Provide clerical and technical support for the Medi-Cal Local Educational Agency Billing Option Program (LEA BOP), including documentation, record maintenance, billing support, data reconciliation, audit preparation, and reimbursement activities.
- Provide clerical and administrative support for the Children and Youth Behavioral Health Initiative (CYBHI), including maintaining records, coordinating documentation, scheduling services, preparing reports, and supporting compliance requirements.
- Compile, organize, and prepare documentation for audits, monitoring reviews, state reporting, reimbursements, and compliance activities.
- Assist administrators and staff by providing technical, clerical, data, and program support related to assigned responsibilities.
- Generate reports, perform database queries, analyze data for completeness and accuracy, and provide information to administrators to support operational decision-making.
- Provide bilingual oral interpretation and written translation services in English and Spanish for students, parents, staff, and community members.
- Assist with preparing bilingual correspondence, notices, flyers, newsletters, forms, presentations, and other communication materials.
- Support District family engagement initiatives through bilingual communication, event preparation, outreach, scheduling, registration, and follow-up activities.
- Provide scheduled front office coverage to relieve the School Secretary during required meal periods and rest breaks, including greeting visitors, answering telephones, assisting students and parents, processing routine requests, and

directing inquiries appropriately.
- Attend and provide bilingual English/Spanish interpretation and translation services at District meetings, family engagement activities, Board meetings, school events, and other functions, including those scheduled outside the regular workday, as assigned. Evening assignments are an expected component of this position and will generally not exceed three (3) evenings per month. Time worked outside the employee's regular work schedule shall be compensated in accordance with applicable wage and hour laws, District policies, and collective bargaining agreements.
- Respond promptly and professionally to communications received in person, by telephone, voicemail, email, and other District communication platforms.
- Maintain confidentiality regarding student, parent, personnel, medical, financial, and other protected information in accordance with applicable laws and District policy.
- Participate in meetings, workshops, conferences, and professional development activities related to assigned responsibilities.
- Maintain current First Aid and CPR certification as required by the District.
- Perform other related duties as assigned consistent with the scope of the classification.

Education and Experience:

Any combination of education, training, and experience equivalent to graduation from high school supplemented by at least two (2) years of progressively responsible clerical, administrative, data management, or program support experience, preferably in a public education environment.

Knowledge, Skills, and Abilities:

- Bilingual proficiency in English and Spanish is required.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of student information systems, data management systems, Microsoft Office applications, Google Workspace, email platforms, and other technology used in educational environments.
- Experience with or the ability to learn CALPADS, Synergy Student Information System, LEA BOP billing systems, CYBHI reporting systems, SEIS, and other District software applications.
- Ability to perform complex data entry, verification, reconciliation, reporting, and quality control with a high degree of accuracy.
- Ability to organize work, establish priorities, meet multiple deadlines, and manage changing assignments with minimal supervision.
- Ability to analyze information, identify discrepancies, and resolve routine data issues independently.
- Ability to prepare clear, concise, and accurate reports, correspondence, and documentation.
- Ability to establish and maintain cooperative working relationships with students, parents, staff, administrators, public agencies, and community members.
- Ability to communicate effectively, both orally and in writing, in English and Spanish.
- Ability to exercise sound judgment, discretion, professionalism, and confidentiality.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information in person and by telephone.
- Seeing to read printed and electronic materials.
- Ability to lift up to twenty (20) pounds and carry objects weighing up to fifteen (15) pounds.

The amount of time spent performing each activity varies depending upon workload and operational needs. Extended periods of sitting may occur during reporting periods; standing and walking occur regularly throughout the workday.

Work Environment:

- School and District office environment.
- Frequent interruptions.
- Continuous interaction with students, parents, staff, and members of the public.
- Multiple deadlines, reporting requirements, and compliance timelines.
- Occasional evening meetings and special events.
- Overtime may be required during peak reporting periods.

License:

Possession of a valid California Driver's License issued by the California Department of Motor Vehicles.

Supervisor: Coordinator of Business Services

Salary Schedule: Plan 9, Group 53/4

Board Approved: