

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE: DATA MANAGEMENT & ATTENDANCE TECHNICIAN**

**Classification: Range 37**

**BASIC FUNCTION:**

Under the general supervision of an assigned administrator, the Data Management & Attendance Technician performs complex information processing and distribution tasks and analyzes and validates the output of data collection. This position requires the incumbent to perform skilled work in the development and maintenance of a variety of databases to meet federal, state and District requirements. The Data Management & Attendance Technician must possess above average knowledge of departmental procedures and processes and may act as a liaison for Data Management, Accountability, Assessment & Attendance record-keeping and reporting functions throughout the district.

**ESSENTIAL FUNCTIONS:**

- Support the District-wide maintenance of student records to ensure compliance with District standards and state and federal accountability measures and reporting requirements.
- Assist with data and system maintenance, management, configuration and processes in student records systems used throughout the district.
- Organize and compile disaggregated information for reports including but not limited to CALPADS, Local Control Accountability Plan (LCAP) and California Assessment of Student Performance and Progress (CAASPP).
- Ensure accuracy of disaggregated data for LCFE funding (EL counts, Homeless and Foster Youth counts, NSLP records and counts). These funds are used to finance the goals of LCAP.
- Receives and reviews monthly student attendance reports and records from school sites, compiles data, and prepares reports of student attendance for submission to State.
- Assists with CBEDS information day reporting; collecting, distributing, reviewing, and compiling forms for submission to State.
- Assist users in resolving technical problems regarding the District's systems and databases (e.g., Aeries.NET, Aeries AIR, CALPADS, Aeries Teacher portal and Aeries Parent Portal).
- Perform functions in Microsoft Access working in the Aeries system.
- Export data to other formats for detailed analysis and specialized reporting.
- Import data from other systems into Aeries SIS (e.g. Lifetouch / student photography providers, food service management systems, ELPAC, PFT, and CAASPP test scores).
- Work independently on assigned projects, including research, documentation, development, coordination and decision making to complete assigned projects.
- Develop and/or assist with training programs for the District.
- Coordinate and collaborate with District Office departments and teammates across the district to identify data sources, maintain data fields required for local, state and federal accountability and assessment, and to validate and correct any data inaccuracies.

- Develop approaches to streamline processes and procedures to ensure data is reported with speed and accuracy.
- Provide verbal and written reports as required.
- Organize and prepare application software documentation, procedural documentation and operation instructions.
- Promote teamwork by sharing knowledge, providing cross training for other employees, maintaining cooperative relationships with management, other employees and persons contacted in the course of work, participating in meetings and work groups and support the goals and objectives of the district and the department.
- Troubleshoot problems by telephone, remote access, and email in a friendly, timely and accurate manner.
- Collaborate with other agencies, districts and independent schools to research and address data discrepancies found in CALPADS and the Aeries software system.
- Maintain confidentiality of privileged information, including dealing with a variety of sensitive matters.
- Provide directives on behalf of management related to assigned tasks.
- Arrange for meetings and other functions.
- Perform other duties as assigned.

### **QUALIFICATIONS:**

Knowledge of:

- Applicable local, state and federal reporting requirements and other related laws
- Effective time management strategies
- Operation of standard office machines and equipment and modern office practices, including filing systems and telephone techniques and etiquette
- Microsoft Office, including Access, Word, Excel, PowerPoint, Publisher, Outlook, Aeries and other current school district software
- Effective correspondence and report writing and proofreading
- Organization and coordination of clerical functions of above average difficulty
- Basic math and bookkeeping
- Correct English usage, spelling, grammar and punctuation in both verbal and written form
- Basic methods, policies and procedures of the assigned work areas
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Type at a minimum rate of forty-five (45) WPM
- Ability to schedule and maintain Google calendar appointments
- Filter, find, replace and sort data in an Aeries or similar database table structure
- Work independently with confidential records and materials
- Analyze data utilizing a defined but varied process
- Use good judgment in the application of District and school policies
- Demonstrate tact, diplomacy and good judgment

- Establish and maintain effective working relationships with those contacted in the course of work
- Understand and carry out handwritten/typed documents
- Relate effectively with racially and ethnically diverse staff, students and community members
- Follow District, state and federal rules, policies, regulations and laws
- Meet demanding timelines and schedules
- Modify existing procedures to meet specific needs
- Work effectively as a member of a team

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

- High school diploma or equivalent
- AA Degree in business or data management related field preferred
- Two or more years' experience with database management
- Experience with state reporting using Aeries and CALPADS preferred

**WORKING CONDITIONS**

**ENVIRONMENT:**

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment; constant interruptions
- Outdoor environment; drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations and companies, meetings and workshops

**PHYSICAL ABILITIES:**

- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Read printed material and computer screens
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Ability to lift and carry 30 pounds
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Ability to sit for extended periods of time, stand, stoop, bend, climb and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

Board Approved: pending