

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Child Development Data Information Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0578	WORK YEAR:	12 Months
DEPARTMENT:	Child Development	SALARY:	Range 50 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL: HR REVISION:	05-08-13

BASIC FUNCTION:

Perform difficult, complex, and technical management information duties related to the analysis, development, implementation, testing, and data processing of the Child Development Department databases; make modifications to Child Development database software as necessary; collect, tabulate, and analyze large volumes of data to ensure compliance with various district, state, and federal standards and/or requirements; exercise independent judgment and initiative in the performance of duties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Collect, monitor, analyze, and transmit data related to department databases, state and federal requirements, and student assessment data. **E**

Develop and maintain technical expertise; extract data from the department databases, highlight trends/changes, and provide information to administrators to determine action; troubleshoot issues affecting the quality of information entered and quality of information generated by the databases; advise administrators, office staff, and teachers of missing or incorrect information, and create monitoring data charts and tables as required. **E**

Monitor compliance timelines for all federal and state reports; collect, tabulate, and analyze large volumes of data; ensure data integrity prior to submission for federal and state reporting; maintain records that serve as a basis for earning or meeting state and federal childcare and preschool contracts/grants. **E**

Assist with the development of customized assessment instruments; maintain department database software for storage of child development student records; oversee the creation and maintenance of the department's data monitoring and record keeping systems; develop, prepare, and audit a variety of reports, records, and statistical data. **E**

Compile, generate, and maintain complex records and reports for management review; perform tasks which require a high level of organizational skills. **E**

Research and analyze data utilizing computer database management and spreadsheet programs; coordinate the collection and preparation of data through computer-generated reports required by district personnel or state and federal agencies; provide, update, and maintain data and reports required by outside agencies or the district. **E**

Act as a liaison between the Child Development Department, state and federal database management support staff, outside vendors, and/or district Technology Services Department. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate records, reports, queries, lists and summaries; operate a variety of office machines and equipment. **E**

Assist with the coordination of Child Development projects; design and implement computer-generated reports, and process large volumes of data from a variety of software programs. **E**

Provide technical support and training to department staff related to computer hardware and specialized Child Development software programs. **E**

Assist in the creation of training materials; conduct workshops and presentations to provide information for Child Development staff pertaining to forms, data entry procedures, and database management; attend workshops and meetings related to database management and specialized child development software programs. **E**

Receive, monitor, and transmit documents; maintain binders with copies of all corrections made to computer tables; update and distribute data management procedural handbook, charts, and tables; prepare correspondence, make copies, file documents; operate a vehicle to conduct work; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and four years of experience in record keeping, business accounting practices, on-line database systems management, attendance accounting, and completing federal and state reports OR four years of broad, varied, and increasingly responsible experience in child development enrollment, registration, including use of ChildPlus federal information data system, and CenterTrack state information data system.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding55 Correct WPM
 Word.....80% Overall Score
 Excel or Access80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Enrollment and registration processes for early childhood programs.

Computer systems and software applications, data processing methods, and equipment commonly used, i.e. CenterTrack and ChildPlus.

Principles and practices of systems analysis.

Records management, data reporting, recordkeeping, and statistical analysis.

Problem solving skills.

Methodologies for managing technical change on a proactive basis.

Operation of a computer and sophisticated Child Development software programs.

Principles of providing training and work direction to others.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Applicable laws, regulations, rules, and policies governing the school district, California Education Code, Federal Head Start Performance Standards, State Funding Terms and Conditions, and local Community Care Licensing requirements.

Operations, procedures, specific rules, and precedents related to child development reporting.
Correct English usage, spelling, grammar, punctuation, phone etiquette, and positive customer service techniques.
Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Make operating decisions independently in accordance all federal, state, and district policies and procedures, and apply them with good judgment in a variety of situations.

Independently analyze needs, and adapt systems to meet the changing needs of the department.

Learn and assimilate new programs, procedures, or technology, and analyze their value to the department.

Responsibly handle confidential material.

Operate a variety of office equipment, including sophisticated computers and programs.

Meet department and district deadlines.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Compile and maintain complex federal, state, and department records and reports involving a large number of department records and a large volume of changes.

Understand and follow, quickly and accurately, oral and written instructions on complex matters.

Communicate effectively, both orally and in writing.

Lift light objects according to safety regulations.

Establish and maintain effective working relationships with administrators, families, teachers, and employees, as well as the public and outside agencies.

Meet state and district standards of professional conduct, as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; fast paced work with fixed deadlines; constant interruptions; excessive intermittent noise; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.