

ROSS VALLEY SCHOOL DISTRICT

COMPUTER TECHNOLOGY SPECIALIST I

SUPERVISION EXERCISED AND RECEIVED:

Under the direct supervision of a District Administrator.

DISTINGUISHING CHARACTERISTICS

Maintain district and school databases, ensuring reliability and data quality. Create customized queries and reports as needed for school and district goals as well as for state and federal requirements. Provide support for end-users in the use of District and student information systems, either on-site or over the phone.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

- Facilitate the collection, management, and distribution of data for analysis and reporting.
- Train staff, and provides technical support in the day to day use of relevant student information systems.
- Assist in the installation and maintenance of networked hardware and software.
- Perform a wide range of technical and clerical duties relating to the management of the District and schools' databases and systems.
- Monitor and supports program class and course changes.
- Evaluate and anticipates needs in database management and reporting.
- Maintain data integrity and quality.
- Ensure accurate and regular exchange of data in and between information systems.
- Develop and execute custom queries to generate special reports, lists, rosters, forms, and mailing and file labels.
- Coordinate the electronic collection of data for CBEDS and the appropriate reporting to the State of California.
- Provide support for District's assessment, accountability, and reporting systems.
- Assist in the annual rollover and updating of all electronic data systems.
- Attend training and seminars to maintain up-to-date knowledge of software and hardware.
- Other related duties as assigned.

REQUIREMENTS:

Education and Experience:

- Completion of a high school diploma or equivalent.
- Prefer AA or BA; major course work or related experience in computer technology and database management.
- Five years of increasingly responsible clerical and technological experiences.
- Minimum of two years experience in school district operations.

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Knowledge of, experience with, ability to:

- Demonstrate strong competency in effective written and oral communication and to communicate technical information to non-technical audience.
- Develop and maintain effective work relationships with those contacted in the performance of required duties.
- Work in a fast-paced, team-oriented environment.
- Complete projects in a timely manner, meet deadlines and schedules, and set priorities; simultaneously handle multiple short-term and on-going projects or processes.
- Analyze situations and adopt course of action; solve many problems independently without supervision.
- Maintain the confidentiality of information.
- Lift up to 50 pounds on occasion.

Initial Board Approval:	June 11, 1998
Last Revision:	December 2004
Recent Revision:	May 24, 2011