

JOB DESCRIPTION
Pleasanton Unified School District

DATA PROCESSING SUPPORT TECHNICIAN

Purpose Statement:

The job of Data Processing Support Technician is done for the purpose/s of responding to inquiries for information. Use knowledge of District student and business software to provide support to District personnel, school site personnel, and department personnel including the Lead Student Information Specialist.

Essential Functions

- Assists in the maintenance, extraction of data and staff training of web-based grading and student attendance entry for the purpose of providing users with necessary information.
- Generates a variety of reports and documents based on student information in prescribed formats as well as special requests (e.g. P-1, P-2, ADA, invoices, transcripts, report cards, attendance, enrollment projections, state and federal reports) for the purpose of meeting staff, student and the district's reporting needs
- Maintains records and logs for all job requests, reports, computer maintenance and equipment transfers, training, training room scheduling, and data files for the purpose of providing complete and accurate documentation and audit trail.
- Performs data entry and extraction functions (e.g. CALPADS, schedules, enrollment, demographic, English language, health records, and student attendance and discipline information) for the purpose of updating student records and extracting data used to support other reports or other agency student data requests.
- Prepares audio and written materials (e.g. reports, memos, letters, email, auto dialer) for the purpose of documenting activities, providing written reference and/or conveying information.
- Receives telephone and written requests for assistance and assist or directs them to the appropriate support staff for the purpose of facilitating an efficient resolution to problems with the student and business software, passwords, and computer hardware.
- Supports school site staff by responding to queries about how to correctly use the District's student information system, operating requirements of the student information system, and peripheral equipment for the purpose of maximizing the capabilities of assigned staff.
- Supports site personnel during the summer months (enrolling students) for the purpose of providing accurate enrollment numbers.
- Supports Lead Student Information Specialist for the purpose of assisting with special projects, daily requests and year-end procedures.
- Maintains inventories of supplies, materials, parts and equipment (e.g. forms, scanner supplies) for the purpose of ensuring items' availability and completion of duties.
- Maintains various confidential and non confidential records for the purpose of ensuring availability of information and compliance with established guidelines.
- Participates in meetings, workshops, trainings and seminars etc. as assigned for the purpose of conveying and/or gathering information required to perform functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adapting to changing work priorities, attention to detail, communicating with diverse groups, displaying tact and courtesy, and meeting deadlines and schedules.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: common office machines, business telephone etiquette, and record keeping practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; use software programs such as word processing, spreadsheets and data base applications. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with constant interruptions; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized procedures; providing information; advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is continual opportunity to affect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified
TB Clearance

Clearances

Criminal Justice/Fingerprint Clearance

FSLA Status

Non-Exempt

Approval Date

Salary Grade

Classified 17