

DATA MANAGER AND REPORTING TECHNICIAN

Salary Schedule 05 Range 9.5

DEFINITION

Under direction of the Director of Student Services, the Data Manager and Reporting Technician will manage routine data collection and quality control, and drive data utilization for programs such as, but not limited to, CalPADs, Aeries, and SIRAS. With direction from Administration, the Data Manager and Reporting Technician will collect data for district programs and projects for analysis and evaluation of program and project effectiveness, and review data for cleaning; will maintain database(s), implement new components of routine data collection (by adding to an existing database); will troubleshoot issues and contribute to coaching and development of job aides and training materials to support district personnel, including general administrative support and events coordination; will collaborate closely with the technical specialists from the county office, with district personnel, and act as District representative and contact when directed.

EXAMPLES OF DUTIES

1. Manage routine data, including data cleaning and entry in systems such as, but not limited to, the Kern Integrated Data System (KIDS), CalPADS, Aeries, and SIRAS
2. Train support staff on accurate data entry in CalPADS and other school information systems
3. Report any errors identified during data review to appropriate team members and assist in resolving issues
4. With guidance from appropriate team leads, build new components for database data collection and aggregation tools
5. Run basic, descriptive data analyses
6. Generate/update pivot tables and charts of the indicators of interest for routine monitoring purposes as well as ad hoc requests
7. Coordinate the maintenance of master copies of data collection forms (ensuring accurate updating as needed) and supporting documentation for data management system in an electronic venue accessible to relevant teams
8. Design and implement survey templates for email or social media

DESIREABLE QUALIFICATIONS:

Ability to:

1. Design clear and attractive presentations and other communication documents, including training manuals
2. Deliver presentations in a public forum
3. Work according to schedule
4. Communicate efficiently and effectively with supervisors and co-workers

Knowledge of:

1. Word processing, spreadsheet software, and data processing
2. Online, open-source data collection tools and approaches and or database environment and/or project management software

3. Knowledge of CalPADS and School Information Systems

Experience:

1-3 years of experience in management and utilization of program data; preparing reports; designing routing data collection tools and systems

Education:

Bachelor of Science in Computer Information Systems; OR an AA degree in related field plus 2 years or experience; OR four (4) years of experience working with CalPADS, Aeries, and/or other programs utilized by the district.

Incorporated within one or more of the following previously mentioned essential functions of this job description are the following essential requirements:

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|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |
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- 4 a. Ability to sit for extended periods of time.
 - 1 b. Ability to stand for extended periods of time and ascend and descend steps.
 - 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
 - 4 d. Ability to hear and understand speech at normal levels.
 - 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
 - 1 f. Ability to bend and twist, kneel and stoop.
 - 1 g. Ability to lift 50 lbs.
 - 1 h. Ability to carry 50 lbs.
 - 1 i. Ability to reach all directions.