



Littleton Elementary School District Position Description

TITLE: Special Projects Data Technician

CLASSIFICATION: Non-Exempt

REPORTS TO: Teaching & Learning Services Director

GENERAL STATEMENT OF RESPONSIBILITIES: To complete special projects and develop reports and procedures for data analysis and tracking that promote efficiencies across the District.

PRINCIPAL DUTIES: (essential functions)

- Analyzes and reports on data, especially student demographic, assessment information
- Completes special projects as assigned; participates in internal meetings to identify data analysis needs; defines issues and problems, interprets concerns, defines desired results, and creates special reports and database analysis solutions.
- Designs and coordinates implementation of enhancements, interfaces, revised functions and special reports on a variety of database applications.
- Assists with maintenance of the District websites.
- Responds to the needs and inquiries of users; explains IT issues, implements solutions, and follows up with users to assure the stability and functionality of the users' systems.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.

Knowledge of basic student information systems and the ability to work with data.

Knowledge of principles and techniques for creation and maintenance of databases.

Knowledge of computer hardware and software use, installation, and configuration standards.

Knowledge of safety rules and regulations.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Skill in interpreting technical instructions and analyzing data variables.

Skill in operating and maintaining computer systems, and related peripheral equipment and devices.

Skill in responding effectively to customer service requests and demonstrating excellent training skills.

Skill in installing, configuring and testing application software and upgrades.

Skill in analyzing hardware and software related malfunctions and determining effective solutions.

Skill in effective communication, both verbal and written.

Skill in comprehending technically complex verbal and written instructions.

Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Light physical demands; standard office environment; frequent to constant use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; AND three (3) year's computer systems maintenance experience; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver's License.

TERMS OF EMPLOYMENT: Ten or twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____