Title: Data Specialist	FLSA Status: Non-Exempt	Months: 12
Supervisor: Assistant Superintendent	Supervises: N/A	Range: 30
Department: Curriculum & Instruction	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under general direction, evaluates monitors and manages several data base systems from multiple resources. Ensures the security and integrity of data for reporting and procedural accuracy. Performs program data support and other related work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs complex and highly specialized data work by planning, organizing and participating in the operations of the department.
- Plans and follows up to ensure that functional deadlines are met. Types and/or revises letters, reports, and forms as needed or required.
- Assists with mail merge correspondence from brief verbal instructions or notes.
- Identifies and corrects inaccurate, inconsistent or incomplete data to ensure integrity and security of data from all users in district.
- Communicates corrections to specific users for consistency and assists with training when necessary to meet procedures and reporting requirements
- Disseminates various reports and queries to administrative staff to be evaluated for district and state reporting procedures.
- Enters data into computerized systems for the purpose of verifying accuracy, preparing data for statistical analysis analyzing and incorporating information in written reports.
- Design, build, maintain and publish reports required by schools, departments, county, state and federal agencies.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:
- Crystal Reports and Microsoft Query Reporting Service
- FoxPro, Visual Basic, Microsoft Access programming and Object Oriented Programming are highly desirable.

Education and Experience:
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:
- High school diploma or equivalent

- At least two years' experience scripting queries using Microsoft SQL, including experience with reporting services such as Crystal Reports and Microsoft Query Reporting Service and training and/or experience in project management, web technology, development tools, and microcomputer relational database management systems.
- Experience in the collection, input, processing, record-keeping and reporting of systems such as SARC, Synergy, CALPADS, state testing, data and assessment warehouse software, and instructional software.

WORKING CONDITIONS:

Work Environment:
- Indoor/Office Environment.

Physical Demands:
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Periodic lifting in excess of 50 pounds.
- Moderate to heavy physical effort for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.