



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 66-2023/24  
DOCUMENT NO. 55-2023/24  
DATED: 02/21/2024

**CALPADS DATA TECHNICIAN**

**DEPARTMENT/SITE:** Continuous Improvement

**REPORTS TO:** Director of Continuous Improvement

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 35

**WORK YEAR:** 261 Days

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the supervision of the Director of Continuous Improvement, the CALPADS Data Technician plans, coordinates, and performs activities related to the support and operation of the District's Student Information Services (SIS) system and the California Longitudinal Pupil Achievement Data System (CALPADS). Confers with administrators and staff to provide support, documentation, training, data extraction, and reporting to District staff and governmental agencies; and performs related work as assigned. The incumbents in this classification provide the school community with accurate data and data analysis and reporting for evidence-based decisions which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is the entry-technical level in the student information systems (SIS) and data analysis group of classes. The CALPADS Data Technician audits and ensures that accurate information has been entered into the SIS system and related systems in accordance with established standards, procedures, and guidelines. This class also serves as a technical resource to answer questions about the SIS from a variety of users.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Aligns District and site student data to California Department of Education (CDE), Madera County Office of Education (COE), and CALPADS and California Dashboard standards and requirements.
- Assigned to compile and complete data for a variety of Federal and State reports.
- Assists in the development and maintenance of a library of District SOPs for data entry and retrieval for students and other information systems (e.g., LCAP, CALPADS, CBEDS, discipline, and attendance).
- Attends District-, County Office-, and State-mandated training and retraining programs.
- Audits for, finds, and corrects data anomalies with the SIS data gate; certifies to California Basic Educational Data System (CBEDS) or the successor system to it, enrollment totals to be

reported to the CDE.

- Conducts, as directed and including travel to District sites, user training sessions; and annual updates to CALPADS processes for site and department staff to keep current their skills with SIS and other data information systems.
- Conducts quality review audits to determine adherence to SOPs and policies.
- Coordinates routine collaborative inter-departmental meetings for exchanging information and planning projects
- Creates and clears data import/export between SIS and secondary data systems.
- Designs and prepares reports to meet the needs of users and governmental agencies.
- Establishes, enforces, and maintains data entry and security standards.
- Identifies, analyzes, and resolves problems with administrative software and interacts effectively with users to solve problems and advise on best practices for maintaining data.
- Interprets state and federal mandates regarding data and communicates mandates to appropriate department and school site personnel.
- Leads the program of student data collection specifically required for CALPADS and similar systems for mandated reporting.
- Maintains confidentiality of sensitive employee and student information.
- Maintains knowledge of current state and governmental agencies reporting requirements.
- Manages data requirements for CALPADS with existing SIS.
- Manages the student data collection specifically required for the California Longitudinal Pupil Achievement Data System (CALPADS) and similar systems for mandated reporting.
- Monitors database for accuracy and data integrity.
- Operates and applies to assigned work areas various computer software programs such as SQL Server, SQL reporting service, Excel, Access, and other related programs and tools.
- Provides required information extracts to governmental and other outside agencies.
- Provides technical support for the District's Student Information Services (SIS) application and database.
- Provides training and information to office staff on the new policies related to state reporting.
- Provides user training and may travel to school sites in support of related duties.
- Represents the District to state and local governmental agencies relative to CALPADS and CBEDS.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Computer hardware systems, software applications, and languages utilized by the District (e.g., Microsoft Office, Word, Excel, Access, Google Suites and its bundled apps, SQL Server Management Studio and reporting services, Salesforce)
- Interpersonal skills using tact, patience, and courtesy
- Basic statistics and analytical and problem-solving techniques
- Oral and written communication skills
- Principles and practices of management
- Applicable laws, codes, regulations, policies, and procedures
- District organization, operations, policies, objectives, and goals
- Enterprise computer applications
- PC applications

- School operations
- Work process analysis techniques
- Database management systems, concepts, and usage

**Skills and Abilities to:**

- Periodically upgrade skills in order to meet changing job conditions, State data reporting requirements, and technology hardware and software
- Operating standard office equipment and assigned computer
- Solve problems, identify issues, create action plans, and apply logical thinking and reasoning processes, and analytical skills to develop solutions
- Plan and manage projects
- Prepare and maintain accurate records
- Schedule activities
- Utilize pertinent District-standard and assigned software applications
- Gather, collate, and/ or classify data
- Work with a diversity of individuals and/or groups flexibly and in a variety of circumstances
- Analyze data utilizing defined but different processes
- Operate equipment using a variety of standardized methods
- Work with a variety of data
- Problem-solving with data requires independent interpretation of guidelines, and problem-solving with equipment is limited to moderate
- Communicating with persons of varied technical knowledge and backgrounds
- Establish and maintain effective working relationships and work as part of a team
- Set priorities and adapt to changing and evolving situations
- Meet deadlines and schedules
- Work with detailed information/data

**RESPONSIBILITY:**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At the time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

Bachelor's degree in Business Administration, Communications, Computer Science, Data Analytics, Information Technology, or a closely related field. An Associate's degree with two additional years of the required experience can substitute for the Bachelor's degree.

**EXPERIENCE REQUIRED:**

Two (2) years of advanced clerical/technical data management experience working with complex data systems applications including data input, utilizing programs like CBEDS and CALPADS or other complex data sets. Must be skilled in District-standard productivity software such as Microsoft Office Suite (Excel, Word, and Access). Web-based tools, Standard Query Language (SQL), and Aeries. Experience in a California school district is preferred.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a personal vehicle to various sites in the District to gather information, attend meetings, and participate in training sessions.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam A through the District's provider

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling, or crouching to file materials or access equipment, carrying, pushing, and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, stretching, and reaching overhead, above the shoulders, and horizontally to retrieve and store equipment, files, and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Occasional operation of a personal vehicle to travel within and outside the district for meetings, training sessions and assisting staff at school sites