

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: CASAS Technician - Supplemental Help

Classification: Classified

Department/Site: Madera Adult School

Salary Schedule: Classified

Reports to: School Principal

Salary Range: Non-Contracted

FLSA: Non- exempt

PURPOSE STATEMENT

Under the supervision, the CASAS Technician is to plan, coordinate and perform activities related to the support and operation of the Administrative Software Application Program (ASAP), Student Information Services system (SIS) and the Comprehensive Adult Student Assessment System (CASAS). Confers with administrators and staff to provide support, documentation, training, data extraction, reporting to District staff and governmental agencies, and performs related work as assigned.

ESSENTIAL FUNCTIONS

- Provides technical support of Administrative Software Application Program (ASAP), Student Information Services (SIS) Application and Comprehensive Adult Student Assessment System (CASAS) databases.
- Identifies, analyzes and resolves problems with administrative software, interacts effectively with users to solve problems and advises on best practices for maintaining data.
- Provides required information extracts to governmental and other outside agencies.
- Establishment, enforcement and maintenance of security standards as defined.
- Manages the student data collection specifically required for the California Longitudinal Pupil Achievement Data System (CALPADS) and similar systems for mandated reporting.
- Communicates mandates to appropriate department personnel.
- Manages the Comprehensive Adult Student Assessment System (CASAS) data and import/export between the secondary data systems.
- Participates in district mandated training and retraining programs.
- Designs and lay out reports to meet the needs of users and governmental reports and agencies.
- Monitors data base for accuracy and data integrity.
- Maintains knowledge of current state and governmental agencies reporting requirements.
- Alignment of all student data to the Administrative Software Application Program (ASAP) and Comprehensive Adult Student Assessment System (CASAS) standards and requirements.
- Maintains confidentiality of sensitive employee and student information.
- Provides user training and may travel to school sites in support of related duties and trainings.
- Provides training and information to office staff on the new policies related to federal and state reporting.
- Responsible for finding and correcting data anomalies with the Comprehensive Adult Student Assessment System (CASAS) Portal and data or the successor system to it,

enrollment totals to be reported to the California Department of Education.

- Proficient and skilled in Excel, Word, Web-based tools, Administrative Software Application Program (ASAP) and Comprehensive Adult Student Assessment System (CASAS).

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of state and federal reporting mandates.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Personal computer applications
- School operations
- Work process analysis techniques
- Database management systems, concepts and usage
- Student Information Services system (SIS), Comprehensive Adult Student Assessment System (CASAS) and the California Longitudinal Pupil Achievement Data System (CALPADS)
- State annual reports

Skills and Abilities to:

- Operate standard office equipment using a variety of standardized methods
- Plan and manage projects
- Problem solve and use logical thinking
- Prepare and maintain accurate records
- Utilize pertinent software applications
- Read technical information and compose a variety of documents
- Schedule activities
- Gather collate, and /or classify data
- Work with others in a variety of circumstances
- Analyze data utilizing defined but different processes
- Communicate with persons of varied technical knowledge and backgrounds
- Establish and maintain effective working relationships
- Work as part of a team
- Set and adapt to changing priorities
- Meet deadlines and schedules
- Work with detailed information/data
- Apply logical processes and analytical skills
- Create and organize state and federal reports
- Attend conferences and trainings to improve competency and knowledge in state and federal reports

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.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under minimal temperature variations.

MINIMUM QUALIFICATIONS

Experience: Two years of advanced clerical experience working with data systems applications, and data input consisting of programs with various state programs. Must be skilled in virtual platforms, Microsoft Word, Excel and other software.

Education: High school diploma or equivalent.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- None Specified

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (A)