

---

# PERSONNEL COMMISSION

---

LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**Class Code: 3360**  
**Salary Range: 18 (C1)**

## SCHOOL DATA TECHNICIAN

### JOB SUMMARY

Under general direction, perform technical duties related to electronic data processing operations and systems for school sites and District departments; assure accurate accounting of student enrollment, attendance, and grades; establish, prepare and maintain accurate student records and files; communicate with staff, student, parents and others to provide information concerning student data; perform related duties as assigned.

### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Perform technical duties related to electronic data processing operations and systems for school sites and District departments; assure accurate accounting of student enrollment, attendance, and grades; generate a wide variety of reports such as student demographics, transcripts, class load, ethnic status and grades; maintain and update student information as directed. **E**
- Operate a computer and assigned software applications including the student data systems, spreadsheets, and other related software **E**
- Provide technical support and training to staff in database software, student data systems, and other related software; provide assistance to others with various data entry needs. **E**
- Input enrollment data for new and returning students; process student drops and program changes; distribute and collect grade and progress reports; generate student report cards, progress reports, and transcripts. **E**
- Calculate eligibility grade point averages, cumulative GPA's, and class ranking by school grade level according to established schedules; distribute student grade information to teachers and administrators as required. **E**
- Generate various computer reports and class lists as requested by faculty and staff; create correct queries or matrixes and determine appropriate information needed for various reports; process transcript requests for students; purge student records as required. **E**

- Process data requests from schools or other District departments related to student data, including attendance, grades, enrollment, and class schedules. *E*
- Input and generate student data and distribute attendance reports as required; audit, reconcile and adjust various reports; submit reports to appropriate personnel. *E*
- Input, update and assure the accuracy of master schedule courses; assist school staff, counselors and teachers in related issues such as balancing class size and class schedule planning; provide information related to schedule changes, conflict or other issues. *E*
- Provide student information to staff, parents and authorities as requested; explain and interpret rules, procedures, precedents and activities as needed. *E*
- Operate a variety of office equipment including a copier and telephone. *E*
- Perform a variety of clerical support duties for department administrators; answers telephones and take and relay messages; type correspondence, memoranda and emails; process student documents. *E*
- Train and assist staff as needed. *E*
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The class of School Data Technician is designed to serve the electronic data processing operations and systems at District schools including maintaining and printing out data, reports and records. Incumbents apply knowledge of the software and hardware in resolving and troubleshooting operating issues of the student data system or seek assistance from the District support centers. Incumbents also assist others using student data systems.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Methods and practices of operating an electronic data processing computer and peripheral equipment.

Operation of assigned software applications including the student data system and spreadsheets.

Attendance laws, codes, rules and procedures.

Technical aspects of field of specialty.

School curriculum and subject matter.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment.

Mathematical computations.

**Ability to:**

Operate a computer and assigned software applications including the student data system.  
Maintain an accurate attendance accounting system.  
Compile statistical data in a timely and efficient manner and prepare reports.  
Interpret and explain attendance laws and school policies, rules, regulations and procedures.  
Provide technical support and training to staff in computer operations.  
Troubleshoot system problems related to student information.  
Operate a variety of standard office equipment.  
Establish and maintain files and records.  
Make arithmetic calculations quickly and accurately.  
Plan and organize work.  
Understand and follow oral and written directions.  
Work independently with little direction.  
Meet schedules and time lines.  
Complete work with many interruptions.  
Communicate effectively both orally and in writing.

**Education and Training:**

Graduation from high school or equivalent.

**Experience:**

Two years of clerical experience including experience involving maintaining computerized student records.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

**SPECIAL REQUIREMENTS**

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/22/2000

Revised: 1/12/2006

Revised: 06/15/2023