

**Job Summary:**

Under the direction of the Leadership Support Services Administrator, the Program Data Technician performs a wide variety of technical duties in auditing, verifying and ensuring accuracy of student records and program data; generates a variety of reports for use by TCOE departments and reporting to various stakeholders (i.e. State and federal agencies, grantors, TCOE Staff, etc.); exports data to other formats for detailed analysis and specialized reporting; interacts with administrators, representatives of other TCOE departments, and others.

**Essential Job Functions:**

- Commits to honoring TCOE's Mission, Vision, Core Values, Commitments and Indicators of Student Success.
- Receives and logs requests for data from departments.
- Locates student records in systems and researches student enrollment history and academic records to obtain data on academic credits for the purpose of organizing reports.
- Exports various educational data from multiple data systems for departments/programs to identify inaccurate codes, mismatches and other missing or erroneous data and follows up with department/program to obtain missing or corrected data.
- Generates summary reports according to program needs, funding source, department and other variables; reconciles data differences, identifies reasons for differences and/or makes manual adjustments; prints and distributes final reports; maintains files of all reports and revisions.
- Creates specialized databases, linked spreadsheets and forms for use by other department staff.
- Performs a variety of other data management and reporting assignments; researching and resolving any data related issues.
- Maintains and updates a variety of program information utilized in data maintenance and reporting functions.
- Researches and responds to inquiries from administrators and others and assists in the interpretation of data.
- Performs other duties as assigned.

**Skills and Knowledge Required:**

- Knowledge of:
  - TCOE and State regulations, rules, policies and procedures applicable to the maintenance of student records and the reporting of student attendance and other data.
  - Functions, operations and data input/output procedures of TCOE's student information systems, including methods for creating system queries for a variety of purposes.
  - Office administrative practices and procedures, including recordkeeping practices and procedures.
  - Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
  - Advanced uses of word processing, spreadsheet, database and other business intelligence software to import/export data elements and create reports, documents and materials requiring the interpretation and manipulation of data.
  - Basic research techniques, methods and procedures.
- Skills to:
  - Operate a computer using word processing, spreadsheet and database software and other office equipment.
  - Manage multiple and rapidly changing priorities to meet the needs and expectations of a variety of internal and external customers, often on short notice.
  - Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
  - Interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures.
  - Organize, research and maintain complete and extensive student records and specialized data files.
  - Communicate clearly and effectively, orally and in writing.
  - Understand and follow written and oral instructions.
  - Maintain highly sensitive and confidential information.
  - Deal with sensitive and difficult situations.
  - Establish and maintain highly effective working relationships with site administrators, staff, teachers, parents, students, other school districts, other governmental agencies and others encountered in the course of work.
  - Must demonstrate attendance sufficient to complete the duties of the position as required.

Responsibilities include: Working independently while performing a wide variety of difficult and responsible management duties involving the verification and updating of program data and the generation of a variety of standard to complex reports. May be responsible for performing a wide variety of difficult and highly responsible clerical and office support functions. Work requires a detailed understanding of the operations and functions of TCOE's information system and/or other applicable systems and the ability to identify and resolve data errors and problems based on knowledge gained through experience

**Experience/Education Required:**

- High School Diploma or GED.
- AA degree or equivalent college credits.
- 3 years of increasingly responsible office administrative experience. At least two of which involved the maintenance of data processes utilizing a computerized information system similar to that used by TCOE; or a combination of training and experience equivalent to the above.
- Completion of coursework on database, spreadsheet and other software application is highly desirable.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice Fingerprint Clearance.

**FLSA Status:** Non-Exempt

**May 2016**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.