



## Hemet Unified School District

1791 W. Acacia Ave., Hemet, CA 92545 ~ (951) 765-5100

### **CALPADS TECHNICIAN**

#### **JOB SUMMARY**

Under direction of assigned administrator, performs a variety of data of technical and analytical data integration as it relates to State CALPADS mandates; responsible for the development, implementation, submission and evaluation of the District's data in the student information system as it relates to the California Longitudinal Pupil Achievement Data System (CALPADS), coordinates with Fiscal, Child Welfare and Attendance, Centralized Registration, Human Resources, Educational Support Services, Child Nutrition, Special Education, school site Administrators and staff, in the collection and input of the data requirements , provide support, guidance and training to staff in the mandatory data input for state/federal accountability requirements, requiring independent judgment and discretion; performs essential job duties and responsibilities and other related duties as may be assigned.

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Coordinates the use of demographics and test results fields in the student information system (SIS) to maintain high level of data input/output efficiency and accessibility;  
Conducts training sessions individually and in groups regarding all aspects of CALPADS and its related data which involves Human Resources staff, Educational Services staff, Fiscal staff and school site Administrators and staff;  
Be familiar with computer programming techniques;
- Operate a computer to input and extract data from automated information management, storage, and retrieval systems;
- Update departmental files on a computer terminal;
- Organize and prepare application software documentation, procedural documentation, and operation instructions;
- Reconcile data between student information system and CALPADS system;
- Make necessary corrections or refers data to those responsible for submission for correction;
- Provide details about data and data relationships to help prepare specifications for collecting, maintaining, and reporting information; provide ongoing reports to staff that are involved in CALPADS;
- Use a variety of tools to monitor and evaluate data in the district's student systems;
- Perform complex and technical clerical work involving reviews and audits of a variety of materials requiring familiarity with policies, practices, and procedures;
- Responsible for all accurate and timely CSIS and CALPADS submissions; actively participate in the accuracy of data related to Census Day (CBEDS);
- Use technical knowledge and knowledge of district data resources to consult with school sites and other divisions to solve sophisticated data problems;
- Responsible for the creation, scheduling, and documentation of custom extracts and ad-hoc Reports;
- Work independently without direct supervision;
- Maintain certified State reports;
- Communicate effectively with all levels of district personnel; attend/conduct ongoing meetings with staff that are involved with CALPADS;
- Design and execute specialized complex queries using a variety of databases and software;
- Monitor the integrity of assessment databases;
- Perform other related duties as may be required.

## HEMET UNIFIED SCHOOL DISTRICT

### CALPADS TECHNICIAN (Continued)

#### EMPLOYMENT STANDARDS

##### KNOWLEDGE AND ABILITIES

###### Knowledge of:

- Operation of district student information system database systems, CALPADS system, and other Microsoft applications;
- Basic logic and/or programming principles;
- Correct English usage, spelling, grammar and punctuation;
- Report preparation and formats;
- Technology related to electronic submission of data to the CDE, CSIS, and other organizations;
- Logical steps in computer operating systems and record management.

###### Ability to:

- Audit and reconcile data of more than average difficulty;
- Type or keyboard at a net corrected speed of 45 net words per minute;
- Set priorities and meet deadlines;
- Communicate effectively both orally and in writing;
- Analyze and interpret state reports and provide feedback on methods to correct errors;
- Compile complex statistical reports;
- Understand and carry out oral and written directions;
- Detect errors in printed output and troubleshoot query problems;
- Interpret an extensive variety of technical instructions;
- Develop and maintain effective working relationships with those contacted in the course of work;
- Ability to work under pressure, meet deadlines, and establish priorities;
- Learn and utilize new and current technologies.

##### EDUCATION AND EXPERIENCE

**Education:** Equivalent to graduation from high school and possession of the knowledge and abilities listed above. College level or technical training in data processing and computer programming preferred.

**Experience:** Three (3) or more years of extensive experience working with Aeries student information system and CALPADS databases supporting specific purpose applications and support services, and acting as a resource for problem identification and resolution concerning data issues; Three (3) or more years of increasing responsibility supporting a specific purpose applications environment in a school district is preferred.

##### REQUIRED LICENSES AND/OR CERTIFICATES

May require use of personal automobile. If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

HEMET UNIFIED SCHOOL DISTRICT

**CALPADS TECHNICIAN**

(Continued)

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential duties and responsibilities of the position.

**Physical Demands:** Sitting (up to continuously); stand, walk. Bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard; mouse, handwriting, files and phone (continuously); lift/carry office supplies up to 10 pounds (occasionally); to 30 pounds (infrequently); use seeing, hearing and speaking.

**Working Conditions:** Indoors office setting; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust and fumes or airborne particles.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

**EMPLOYMENT STATUS**

Classified Bargaining Unit Position  
Range 44

August 2015

