



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Avenue - Hemet, CA 92545 - (951) 765-5100

LCAP Data Specialist

JOB SUMMARY

Under direction of the Director of Assessment and Accountability, performs skilled work in development and maintenance of the district's Measures of Academic Progress (MAP) system, confers with district and site administrators and staff to provide support, documentation, data extraction, and reports for LCAP progress monitoring; perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Compile data and information and prepare and maintain a variety of records, logs and files for purposes of LCAP;
- Maintain files, source documents and related data for assessment and accountability purposes;
- Designs and lay out reports to meet the needs of LCAP accountability;
- May assist with the preparation of materials for Board agenda;
- Make appointments and maintain calendar for supervisor and other staff;
- Establish and maintain complex interrelated filing systems and records;
- Review and check documents, records, and related forms for accuracy, completeness and conformance to applicable rules and regulations;
- Review reports and maintain records of expenditures;
- Compile information and prepares reports and studies for accountability purposes;
- Maintain departments web page(s);
- May assist with the preparation of materials for Board agenda;
- Operate a variety of office equipment including a computer, printer, scanner, copy machine;
- Contact contributing staff members concerning discrepancies related to record keeping;
- Provides required information extracts to outside agencies;
- Consult with District personnel to develop efficient mechanisms for gathering and compiling data;
- Serve as a resource to administrators, teachers, and staff;
- Maintain and update the district's use of NWEA's MAP assessments;
- Assist users in resolving technical problems regarding MAP, Illuminate (or other Student Assessment Management program);
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Computer use including operating systems, internet access and browsers, and related computer software;
- Modern office methods and procedures including the preparation of business correspondence and reports, filing, standard office equipment operation;
- Correct English usage, spelling, grammar and punctuation;
- Applicable state laws, District policies, procedures and other regulations governing the program or area of assigned responsibilities;
- Receptionist and telephone communications techniques when providing information to the public in person or on the telephone;
- General public relations.

Ability to:

- Learn and utilize new and current technologies;
- Perform responsible clerical work of more than average difficulty, involving use of independent judgment;
- Independently make reports and keep difficult and confidential records;
- Ability to demonstrate skill levels necessary to operate district database systems and other Microsoft applications;
- Ability to quickly learn new programs at a proficient level;
- Type or keyboard at a net corrected speed of 45 words per minute;
- Organize tasks, set priorities and meet deadlines;
- Interpret and apply District and departmental policies, laws, rules and regulations;
- Communicate clearly, both orally and in writing;

HEMET UNIFIED SCHOOL DISTRICT

LCAP Data Specialist

(Continued)

EMPLOYMENT STANDARDS (Continued)

Ability to: (Continued)

- Manage multiple tasks;
- Understand and carry out oral and written directions;
- Respond appropriately to direction & changes in the work setting;
- Develop and maintain effective working relationships with those contacted in the course of work;
- Demonstrate good judgment & good problem-solving skills;
- Work effectively despite frequent interruptions;

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school and possession of the knowledge and abilities listed above supplemented by business school or college level course work and training equivalent to twenty-four [24] hours of credit.

Experience: Two (2) years of increasingly responsible clerical experience which includes data input.

REQUIRED LICENSES AND/OR CERTIFICATES

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.

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 36

January 2015