



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

STUDENT INFORMATION TECHNICIAN I

JOB SUMMARY

Under general supervision of the Director of Technology, perform skilled work in development and maintenance of a variety of databases, but mainly Aeries SIS and all related components; assist users of Aeries SIS in resolving technical problems including the accuracy, timeliness and completeness of attendance related reporting; perform related support for all sites and programs; assist in the administration of the attendance information system, including ongoing enhancement and upgrades to existing system; perform essential job duties and responsibilities and other related work as may be required

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Assist users in resolving related technical problems regarding the District Student Information attendance system;
- Enter or oversee the entry of new data into databases;
- Monitor and maintain District attendance records;
- Prepare reports from databases as required by District staff and mandated in Federal and State programs;
- Use industry-standard database programming tools to develop databases for use by District personnel;
- Instruct District personnel in data entry policies and procedures;
- Use manual or automated techniques to enter data into databases;
- Consult with District personnel to develop efficient mechanisms for gathering and compiling data;
- Generate a variety of reports from District databases as required;
- Assist with integrating and standardizing data related to the District Student Information system;
- Develop training for District staff on Aeries SIS and all related components
- Operate a variety of office equipment including a computer, printer, scanner, calculator, copy/fax machine;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Aeries student administration software;
- Database development using the latest versions of either Microsoft Access and FileMaker Pro;
- Operating systems from Windows 95 to Windows 8;
- Correct English usage, spelling, grammar and punctuation;
- Business productivity software (Microsoft Office);
- Optical card reader setup and operation (NCS and Scantron); SQL parameters and applications;
- Statistical concepts and analysis;
- General public relations

Ability to:

- Present statistical data in a visually clear and attractive manner for written, Web-based, and/or computer-assisted presentations;
- Diagnose and resolve technical problems quickly with minimal support;
- Organize and follow work schedules;
- Demonstrate good judgment and good problem-solving skills;
- Learn and utilize new and current technologies;
- Work autonomously;
- Organize tasks, set priorities and meet deadlines;
- Perform simple and complex repetitive tasks;
- Manage multiple tasks;
- Understand and carry out oral and written directions;
- Perform duties quickly and accurately;
- Work effectively despite frequent interruptions;
- Establish and maintain an effective working relationship with all departments and school sites contacted in the course of work;
- Maintain a positive service orientation toward supported personnel.

HEMET UNIFIED SCHOOL DISTRICT

STUDENT INFORMATION TECHNICIAN I

(Continued)

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school and possession of the knowledge and abilities listed above.

Experience: Two (2) or more years of database support work experience; **and** two (2) years of attendance related experience at a school site or school district office level; **and** AERIES SIS experience required.

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 job duties and responsibilities listed above.

Physical Demands: Sit (continuously); stand, walk, bend, stoop, push, pull (occasionally); possible stairs; repetitive hand activities within close reach, such as keyboard, mouse, handwriting and file management (continuously); sit for prolonged periods of time; lift/ carry office supplies up to 10 pounds (occasionally); carry on normal speech and hearing activities.

Working Conditions: Indoor office setting with individual cubicles; exposure to usual office sounds, office dust and (possible) odor of perfume or room deodorizer.

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 39

April 2015