

MONTEREY COUNTY OFFICE OF EDUCATION

STUDENT INFORMATION TECHNICIAN

CLASSIFICATION: Classified

SALARY LEVEL: 36.5

WORK YEAR:

DEFINITION:

Under the general direction of the Director or Principal, the Student Information Technician performs a wide variety of intermediate level clerical and statistical record-keeping duties related to the student information system(s) for the assigned program.

SUPERVISOR:

Director
Principal

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISTINGUISHING CHARACTERISTICS:

The Student Information Technician is the entry-level position in this class of student information positions. The Student Information Technician is distinguished from the Student Information Specialist by complexity and technical nature of the information processed, performing more routine tasks and level of independent decision making required.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Organizes, prepares, enters, and maintains student data for use in developing and monitoring instruction, multiple entries/exits and state mandated/departmental student data reports
- Assists in the development and maintenance of student files
- Enters data related to student enrollment into courses
- Assists in the collection of data and the completion of reports requested by outside agencies for the purpose of interagency and school-wide reporting
- Reviews enrollment paperwork or transcripts for students entering program, determines appropriate graduation requirement course matches, and inputs consolidated information into student information system (e.g. Promis , PowerSchool, MSIN)
- Inputs all test and assessment results into student information system)

- Uploads immunization records into student information system
- Researches student demographic and enrollment history, edits enrollment data ensuring alignment between internal and external student information
- Prepares and distributes daily projected and final class lists, as assigned
- Requests student records from outside agencies and school districts when appropriate and school districts Responds to requests for access to student records from outside agencies and school districts
- Assists in maintaining accurate registers of student attendance for state reporting requirements
- Complies with the Monterey County Office of Education Board Policies, Superintendent Policies, and Administrative Regulations

OTHER DUTIES:

Performs other related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education equivalent to a high school diploma
- Any combination of post-secondary education, training and experience equal to three (3) years including no less than two (2) years of progressively responsible clerical and/or technical experience which has provided the applicant with the required knowledge and abilities to successfully perform job duties

Knowledge of:

- Modern office procedures and practices, including filing systems, reception and telephone techniques and letter and reporting writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices
- Standard arithmetic and basic business English, spelling, grammar, and punctuation
- Source documents and data entry verification
- Effective methods of time management and organizing projects

Skills and Abilities:

- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy to successfully complete assignments
- Prepare and maintain accurate statistical records and reports
- Perform mathematical calculations with speed and accuracy
- Communicate in English, clearly and concisely, both orally in writing
- Understand and carry out both oral and written instructions
- Read and apply laws, codes, rules, regulations, policies, and procedures
- Handle information in a discreet and confidential manner
- Exercise reasonable judgement in unusual circumstances
- Establish and maintain cooperative relationships with those contacted within the course of work
- Analyze situations accurately and adopt an effective course of action
- Work both independently and function effectively within a team setting
- Perform under demanding situations with the ability to remain flexible and focused while meeting deadlines

Desirable Qualifications:

- Experience in a public education environment
- Experience with Student Information Systems (e.g. Power School, Promis, MSIN)

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License with evidence of insurability

Available Stipends:

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, sign language, and Braille, as certified by MCOE

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