

FALLBROOK UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION
INFORMATION SYSTEMS TECHNICIAN

DEFINITION: Under the direction of the Director of Information Systems, create, update and maintain student database files; generate periodic and special reports and lists as requested by school Administrators; communicate with outside organizations to provide and receive student data files and reports in a variety of formats.

EXAMPLES OF DUTIES:

- Maintain the student database, write queries and generate a variety of periodic and special reports, lists, grade reports and other data as requested by school Administrators.
- Generate CALPADS extracts. Upload files, work with staff to correct data errors and conflicts, advise staff of missing data, and ensure Certification Reports are distributed and reviewed in a timely manner to meet Certification deadlines.
- Respond to requests for data through the work order system in a timely manner
- Apply updates to the SIS on a regular basis
- Create next year's database and rollover the data for the start of the next school year
- Using Aeries Reports, Custom Reports, SQL queries and other data analysis tools, provide reports for Staff and produce State and District Mandated Reports
- Collaborate with third parties (e.g., vendors, county and state agencies, other approved agencies) for the purpose of providing and receiving data through FTP or other data transfer methods.
- Design reporting options and/or database applications to provide personnel and vendors with information customized to their specific needs.
- Assists in the implementation of new software and system applications such as online registration, reporting, analytics, enrollment or other features as they are developed and train and assist the end users.
- Oversee grade-reporting process
- Establish schedules to allow timely generation of standard data reports.
- Operate a variety of office and computer equipment, including personal computers, printers, and scanners.
- Train office personnel in the operation of the Aeries student information database system.
- Perform related duties as assigned.

QUALIFICATIONS: Knowledge of Windows operating systems, school-wide principles and practices related to grading, attendance, master schedules and timelines; Student database software, word processing, spreadsheet, and other software applications used by the school and District, including SQL Management Studio, FTP software and Online document storage; Principles and practices of providing training and work direction to others. Student records maintenance requirements of the school and District; Policies and objectives of assigned program and activities; Oral and written communication skills; Interpersonal skills using tact, patience and courtesy; Technical aspects of field of specialty.

Ability To: Create, update and maintain student database files; Generate periodic and special reports and lists as requested by school and District Administrators; Coordinate data from various sources for administrative use; Analyze data for errors and completeness; Plan, coordinate and schedule the receipt, review and processing of a variety of data; Work effectively with strict timelines, numerous contacts and the necessity of accuracy; Establish and maintain cooperative and effective working

relationships with others; Communicate effectively both orally and in writing; Train and provide work direction to others; Meet schedules and timelines; Work independently with little direction; Read, interpret, apply and explain rules, regulations, policies and procedures; Work confidentially with discretion; Operate a District or personal vehicle observing legal and defensive driving practices.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by vocational or college level course work in Microsoft Windows, Microsoft Office, Microsoft SQL Server, Computer Technology or related field and two years increasingly responsible computer experience, including at least one year in a school environment maintaining student database records.

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: High school data processing environment.

SALARY RANGE: 19

SUPERVISOR: Director of Information Systems

WORK YEAR: 12 Months
(Revised 12/14/17)

Board Approved: 1-8-2018