

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Student Information System Site Technician I	<b>REPORTS TO:</b>	School Site Administrator
<b>DEPARTMENT:</b>	Various School Sites	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	028 OTBS
<b>REVISED:</b>	August 15, 2001		

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**BASIC FUNCTION:**

Coordinate the operation of and provide technical assistance to clerical staff performing duties related to the implementation and maintenance of the computerized student information system records and reports at a small secondary school. (See current school classification and assignment formula.)

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

**E = Essential Functions**

Assist in coordinating the planning, implementation, and maintenance of computerized student information at a small secondary school; lead and provide related technical assistance to site staff. **E**

Provide orientation sessions to clerical staff responsible for student information records and assist with computer related problems; train site personnel in new procedures. **E**

Arrange for service and repair of computers and supporting equipment. **E**

Store and maintain software, disk, and tape masters. **E**

Coordinate the scheduling of computer training sessions for site personnel. **E**

Make recommendations for acquisition of additional site computer hardware and software. **E**

Test and coordinate the implementation of revised software and forms. **E**

Provide clerical services by entering and verifying data, obtaining management reports, and completing other clerical tasks. **E**

Produce and print standard and custom reports, directories, grade reports, class lists, and labels. **E**

Review printouts for completeness, accuracy, and suitability. **E**

Maintain system security by controlling access to the system and assigning codes and passwords. **E**

Provide liaison between clerical and certificated staff at the school site and between the central project office and the school. **E**

Order and distribute related supplies. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from high school supplemented by successful completion of a training course in the use of personal computers and one year of progressively responsible office clerical experience.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

The operation of microcomputers and supporting equipment.

**ABILITY TO:**

Keyboard at a net corrected speed of 25 words per minute.

Organize, coordinate, and prioritize computer related materials and activities within short timelines.

Operate standard office equipment including microcomputers, supporting equipment, and related software applications.

Identify and correct problems with computer equipment and software operation.

Train others in the operation of microcomputers.

Develop report formats.

Establish and maintain effective working relationships with others.

Communicate effectively orally and in writing.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 6084

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