Redlands Unified School District

Adult Education Accountability Technician

<u>DEFINITION</u>
Under direction, perform a variety of technical and responsible functions pertaining to the entry, control and manipulation of data input into a computerized student database system; operate a computer terminal to input data and retrieve output reports; work directly with students and teachers to obtain data elements required for District, state and federal reports; and do other related work as required.

<u>ESSENTIAL FUNCTIONS</u>
Compile, verify, revise and input data into the adult school student data systems including data concerning assessment, demographics and other data elements mandated by state and federal reporting requirements when students enter an instructional program and when they exit a program; maintain and monitor student databases for accuracy and to comply with state and federal accountability guidelines; conduct quarterly surveys of core performance measures; compile and submit quarterly reports to state for federal grant; compile and submit annual accountability reports for all programs to state ; operate a computer to query information and receive data pertaining to a variety of computer output reports; receive, review and verify for accuracy and completeness computer reports; recommend changes in report and data-collection procedures, assessment scheduling and formatting; maintain the state-mandated student data management system; may assist in establishing procedures and documentation guidelines to ensure that the data entry management and retrieval process is efficiently and effectively coordinated with the attendance and registration student management system; communicate with program chairpersons and teachers to coordinate activities, exchange information and resolve issues and concerns; coordinate with teachers to determine data necessary to support assessment and accountability of student learning gains; perform a variety of general clerical functions including typing, filing, correspondence, development, ordering and maintaining supplies and materials, and other related functions.

<u>EMPLOYMENT STANDARDS</u>

<u>KNOWLEDGE AND ABILITIES</u>

<u>Knowledge of:</u>
Computer terminology and various software programs;
Standard business office machines, computers and equipment;
Standard office practices and clerical record management procedures;
Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;
Reconciliation of computer generated reports;
Record keeping and filing techniques;
Adult education specific database software: TOPSPro and ASAP, CASAS computer-based testing and CASAS eTests database management systems;
State and federal assessment and accountability practices and guidelines;
Interpersonal skills using tact, patience, and courtesy.

Ability to:
Effectively and efficiently perform complex and responsible tasks pertaining to grant funding and record management processes;
Accurately analyze, prepare and interpret statistical and computer generated data;
Accurately compile and prepare state and federal summaries and reports that generate federal grant funding;
Interpret federal and state mandated policies and procedures;
Operate standard business machines and computers;
Perform responsible clerical functions pertaining to computer data input and output quality and control requirements;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:
Type at a rate of 40 words per minute from clear, legible copy;
Capable operation of computers.

EDUCATION AND EXPERIENCE
Education:
Equivalent to the completion of the twelfth grade, supplemented by coursework or training in modern business office procedures, data processing or closely related fields;
Postsecondary education and/or training in database management systems.

Experience:
Three years of responsible clerical and experience, preferably in an adult school, including two years involved with computer related functions.

LICENSES AND CERTIFICATES
If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS
Strength:
Work involves lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I

AEAT/cjd
09/20