

## **JOB DESCRIPTION**

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### **PERRIS SCHOOL DISTRICT**

### **DATA QUALITY TECHNICIAN**

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#### **EDUCATION & EXPERIENCE**

Equivalent to the completion of the twelfth grade supplemented by accounting related courses; past experience in a K-12 education environment is desirable but not required.

#### **KNOWLEDGE, SKILLS, & ABILITIES**

Laws, policies and Education Code regulating school attendance and reporting including CALPADS file specifications and reports, class size reduction and apportionment strategies; calendar development strategies to increase ADA, District programs and policies relative to attendance; K-12 public school operations and procedures and computerized data collection and management for analysis and reporting functions.

#### **SUMMARY OF POSITION**

Under the direction of the Chief Business Official or designee, the Data Quality Technician coordinates and performs responsible pupil attendance duties requiring independent judgment and action, including the monitoring of enrollment and average daily attendance; analyzing ADA projections to facilitate compliance with statutory provisions; developing effective strategies to improve and maintain pupil attendance; complete and reconcile state attendance accounting reports; performs internal audits of site attendance functions; performs a variety of data auditing and reconciliation to ensure compliance with State CALPADS requirements; and ensures data is accurate and complete to meet specified State certification deadlines.

#### **ESSENTIAL FUNCTIONS**

1. Verifies and maintains accurate pupil attendance data at the District and State levels.
2. Coordinate and conduct training for site and district staff as needed.
3. Acts as liaison between District Management Teams, faculty, staff, and other public agencies in the administering of pupil attendance laws and regulations, as well as laws related to State requirements regarding School District data.
4. Maintains a variety of files, records and reports related to pupil attendance.
5. Completes and reconciles state attendance accounting reports.

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6. Meet critical internal and State/Federal timelines for submission reporting.
7. Distributes, compiles and verifies State and District pupil attendance accounting forms, as well as State student data forms and documents.
8. Types letters, memorandums, bulletins, and reports pertaining to pupil attendance accounting forms, as well as State student data with a minimum of instruction.
9. Reconciles data between student information system and CALPADS system. Corrects data discrepancies in student information system.
10. Understand, analyze, evaluate, and validate CALPADS reports.
11. Performs other job related duties as assigned by supervision or designee as related to job description and classification.

### **ABILITY TO**

Complete and reconcile state pupil attendance accounting reports; ability to demonstrate skill levels necessary to operate district database systems, CALPADS system, and other Microsoft applications; maintain boundary and demographic information; prepare, revise, and verify pupil attendance records and reports; complete and reconcile data between student information system and CALPADS system; Correct data discrepancies in student information system to comply with State mandates; audit and reconcile data of more than average difficulty; ensure District compliance with Educational Code and other State regulations; analyze situations accurately and adopt an appropriate course of action; communicate effectively; maintain accurate records; establish and maintain cooperative and effective working relationships and flexibility with others.

### **WORKING CONDITIONS**

Environment: Office environment; driving a vehicle to conduct work.

Physical abilities: Hear and understand speech at normal levels and on the telephone; speak so that others may understand at normal levels, on the telephone and to exchange information and provide trainings; seeing to read a variety of materials; dexterity of hands and fingers to enter data using a computer keyboard; stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Row 30

\$20-89 - \$22.60/Hour

246 Work Days/12 Months

8hrs per day, 5 days a week

Job Description – Data Quality Technician

Approved – March 12, 2015