

**Goleta Union School District
Data Systems Assistant
12-month, 8-hour position at Range 25**

Basic Function

Under the direction of the Assistant Superintendent of Instructional Services, perform a variety of routine data entry and data processing duties in assigned software systems to support Instructional Services as described below.

Representative Duties

Collect, enter, retrieve, and process data in assigned software, e.g., Student Information Systems (SIS), Student Assessment Systems (SAS), communication systems, and publisher databases. E

Communicate with a variety of site and District personnel and administrators regarding departmental activities, supplies, policies and procedures and student information. E

Create new user accounts and computer records, as necessary. E

Plan and perform a variety of routine departmental functions and activities in support of an assigned department; prioritize and schedule duties and activities as necessary to assure efficiency and effectiveness. E

Assist assigned administrators with a variety of activities, such as typing and duplicating materials, scheduling meetings, maintaining records and files and other activities as assigned. E

Answer phones and greet visitors; take and relay messages; open, sort and route mail and communications; provide information to parents, staff, and the public; apply and explain District policies, protocols, and regulations. E

Prepare and gather a variety of written materials including reports, records, schedules, correspondence, memoranda, bulletins, and statistical data; input and update data on a computer and generate lists and reports as required. E

Operate a computer and assigned software systems; operate a telephone, copier, calculator and other office equipment as assigned. E

Assist with other areas of assigned department including resolving routine data-related issues, monitoring student- and staff-accounts and other related activities as assigned. E

Work with staff from Fiscal Services, Human Resources, Instructional Services, and Pupil Services to process data within assigned software systems, as directed. E

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Operation of a computer and assigned software.

Standard policies and procedures pertaining to student services.

Equipment, supplies and terminology commonly associated with assigned software systems.

Modern office practices, procedures and equipment.

Record-keeping techniques and privacy protocols.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.
Applicable sections of State Education Code and other applicable laws.

Ability to:

Perform a variety of data entry and processing duties in support of assigned department.

Operate a computer and assigned software.

Understand and follow oral and written directions.

Communicate effectively with parents, staff, and administration.

Learn, interpret and explain rules, regulations, policies and procedures.

Maintain records and prepare reports.

Type at 45 words per minute from clear copy.

Meet schedules and time lines.

Prioritize and schedule work.

Operate a computer and a variety of office machines.

Work independently with little direction.

Compose correspondence independently.

Make arithmetic calculations quickly and accurately.

Work confidentially with discretion.

Licenses and Other Requirements

Any combination equivalent to: graduation from high school and two years of increasingly responsible experience with computers, word processing, and databases.

Valid California Driver License.

Working Conditions

Environment

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

Physical Demands

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to file materials.

Sitting for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

Hazards

Indoor office environment