

OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: EDUCATIONAL SERVICES TECHNICIAN

SALARY LEVEL:	Confidential EST	DIVISION:	Confidential
DEPARTMENT:	Educational Services	LOCATION:	District Office
REPORTS TO:	Director of Education		
APPROVED BY:	Board of Trustees	DATE:	June 23, 2021

SUMMARY: The Educational Services Technician assists the Director of Education by coordinating state mandated testing, inputting/updating district curriculum into the student information system, coordinating yearly updates to course handbook, maintaining the special education database, supporting the district database of the school information system, serving as a liaison with Butte County Office of Education (BCOE), coordinating the exchange of data with the middle schools, assisting with categorical programs, coordinating reporting of career and technical education data and reports, completing county, state and federal reporting of student data, communicating with the general public in person, maintaining the Educational Services webpage, typing and preparing correspondence, grants, and other documents, which relate to the educational, curricular and instructional functions of the District and the general operation of the District.

REPRESENTATIVE DUTIES:

- Coordinate required state and district-developed benchmark assessments and work with school site coordinators to develop testing schedules. Manage student data in multiple state and district systems related to assessment and special education. Work with school site coordinators and testing companies to resolve problems and discrepancies. Keep principals and school site test coordinators apprised of testing and assessment changes from the California Department of Education and other testing systems. Complete apportionment forms for district reimbursement.
- Maintain the BCOE SELPA database. Input/update student personal, educational and discipline data and track their movement within the system. Produce monthly teacher verification reports. Work with teachers and school psychologists to ensure that district data is in compliance. Verify data for state pupil counts. Retrieve data to complete state and federal reports.
- Coordinate and/or assist with the implementation of curriculum. Prepare the yearly course handbook. Process course and textbook adoption forms for board approval. Order sample textbooks for curriculum committee review. Add new courses to the student information system after they have been board approved.
- Maintain Educational Services Department webpage.
- Process requisitions for board adopted textbooks, equipment, professional development, and supplies.
- Support the student information system and report data to the California Longitudinal Pupil Achievement Data System (CALPADS). Coordinate internal programs for consistency. Work with the district Information Systems Programmer Analyst and school site secretaries to resolve problems. Coordinate and attend monthly student information team meetings.

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REPRESENTATIVE DUTIES (Continued):

- Coordinate and/or assist with the district career and technical education grants and categorical programs. Complete state required enrollment reports, completer reports, and budget/expenditure reports. Compute allocation figures for each department based on prior year enrollment and special population data. Work with subject area coordinators to update program narratives. Monitor department budgets. Prepare agendas and take minutes at Career and Technical Education Advisory Committee meetings.
- Serve as a liaison with BCOE Schools. Maintain database of students that drop from BCOE schools. Work with school sites to get students re-enrolled in our district.
- Coordinate the exchange of data with the middle schools.
- Process intra-district transfer requests. Respond to parent questions and complaints. Verify student addresses. Send notification letters to parents and maintain annual list for school sites.
- Serve as a confidential secretary to the Director of Education. Perform basic clerical services. Process incoming and outgoing mail, reserve conference rooms, take and distribute minutes, organize and maintain files, and arrange refreshments for meetings. Type a variety of correspondence and other complex materials. Prepare the Department of Education items and accompanying material for the Board agenda. Process administrative details not requiring the immediate attention of the Director of Education.
- Assist the Director of Education with gathering evidence to complete state-mandated compliance reviews and federal program monitoring.
- Gather statistical data required to complete county, state and federal reports.
- Provide necessary information to district auditors.
- Download foster student data from CALPADS twice per month and distribute data to district administrators, social workers, and counseling secretaries.
- Operate a variety of equipment including a calculator, typewriter, copy machine, fax machine, computer, printer, and a variety of software.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Principles, practices and procedures utilized in an administrative office.
- Modern office practices, procedures, and equipment.
- Operation of a computer including exporting, importing, and sorting statistical data.
- Typing, filing, and record-keeping.

Ability to:

- Take accurate and complete messages.
- Communicate effectively both orally and in writing, in an open, friendly business-like manner, with the general public and District personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions. Meet schedules and timelines.
- Write routine correspondence. Proofread documents and correct any misuse of grammar, spelling, punctuation, etc.
- Work on a variety of tasks simultaneously with frequent interruption.
- Maintain highest degree of confidentiality regarding sensitive information.
- Perform all tasks without close supervision.

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ABILITIES (Continued):

- Maintain accurate and complete records and reports.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Operate a computer, printer, typewriter, fax machine, calculator, and copier.

EDUCATION AND/OR EXPERIENCE: High school diploma; 3 years related experience and/or training; or equivalent combination of education and experience. Experience in an administrative office of school setting is highly desirable.

LICENSES:

Valid California driver's license

Typing Certificate: 45 WPM Net

Computer skills in Microsoft Word and Excel

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to manipulate, handle, or feel objects, tools, or controls; hearing and speaking to exchange information in person or on the telephone; seeing to assure accuracy of letters/documents/data.

The employee is frequently required to walk and reach with hands and arms to retrieve and store files. The employee is occasionally required to stand; climb or balance; and stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles and risk of electrical shock.

The noise level in the work environment is usually moderate.