



# DEER VALLEY

*Unified School District*

## JOB DESCRIPTION

JOB TITLE: **CTE Data Specialist**

Position Type: <b>Classified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>CTE Manager</b>
Salary Range: <b>Range 24</b>	
Term of Employment: <b>12 months</b>	Date: <b>July 15, 2019</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Prepares, receives, reviews and enters data into computer systems or tracking databases. Ensures accuracy of all data recorded and performs database maintenance functions. Supports the department's vision, mission and goals.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Prepare and upload CTE data files as required by the Arizona Department of Education
- Monitor and maintain Course Sequence, Notice of Intent, and other required CTE documents.
- Attend Arizona Department of Education and West-MEC CTE data trainings
- Prepare and submit JTED attendance reports
- Prepare and upload CTE data files as required by West-MEC
- Prepare and upload rosters for CTE Technical Skills Assessments
- Prepare and upload rosters for CTE partner programs such as Project Lead the Way and NAF
- Prepare and submit ACT Student data upload

- Process CTE Signature program and West-MEC Central program applications
- Keeps track of received data and source documents.
- Contacts preparers of source documents to resolve questions, inconsistencies, or missing data.
- Data entry and retrieval on the Student Information System, when appropriate.
- Confirms accuracy of data.
- Compares data entered with source documents, or re-enters data in verification format on screen to detect errors.
- Reviews and makes necessary corrections to information entered.
- Compiles, sorts, and verifies accuracy of data to be entered.
- Processes various forms.
- Assists in establishing and maintaining an effective and efficient records management system.
- Generates reports and responds to inquiries regarding entered data as requested.
- Compile and prepare various CTE forms, files, reports, and records from a variety of reference sources.
- Contributes to a team effort and accomplishes related results as required.
- Maintains confidential information.
- Performs other job related duties as assigned.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Knowledge of general office operations and records and database management.
- Knowledge of spreadsheets, including managing tables with functions of sorting, subtotals, conditional statements, and use of formulas.
- Skill in creating, preparing, and managing a variety of documents for distribution.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.

- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Must demonstrate the ability to operate specific equipment or tools.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High school or general education degree (GED).
- Twelve months related experience and/or training.
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must be able to occasionally lift and/or move up to 50 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*