



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **DVOLP Data Specialist**

Position Type: Classified	Department: CIA/ DVOLP
Salary Schedule: Classified	Reports to: Director of Inst. Tech.
Salary Range: 24	
Term of Employment: 12 months	Date: July 15, 2019
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Solve data problems for teachers and staff, troubleshoot Learning Management System (Canvas) integrations with district wide platforms, and provide high level technical support, which includes data mining.

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:

- District level technical support liaison between district and vendor supports (Canvas, PowerSchool, textbook vendors, LTIs, syncing, etc.).
- High level technical interface with Canvas and PowerSchool.
- Experience with functions of a student information system (PowerSchool).
- The ability to research and solve teacher and staff technical issues through a helpdesk ticketing system (accounts, updates, syncing, etc.).
- Data mine across platforms and provide usable data as needed.
- Prepare large files for upload (Excel, CSV, etc.).
- Online attendance monitoring and reporting, including audit support.
- Assessment rostering support.
- Keeps track of received data and source documents.
- Contacts preparers of source documents to resolve questions, inconsistencies, or missing data.
- Data entry on the Student Information System, when appropriate.
- Follows all FERPA laws.
- 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.
- Contributes to a team effort and accomplishes related results as required.
- Maintains confidential information.
- Performs general clerical duties such as typing, answering phones, etc.
- Performs other job related duties as assignments.

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:

- High level of technical skills.
- Excel and knowledge of databases.
- 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.
- 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:

- Associate's degree preferred.
- Excel and or database certification preferred.
- High school or general education degree (GED).
- One to three years 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.