

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Program Technician
DEPARTMENT: Various
FLSA: Non-Exempt
REVISED: 05/21/2009

REPORTS TO: Superintendent or Designee
CLASSIFICATION: Classified
SALARY GRADE: 12
BOARD APPROVED:

BASIC FUNCTION:

Under direction from the Superintendent or Designee; perform technical duties in support of the District's categorical programs and student information management system; compile and organize data, and generate reports for State and Federal programs; perform specialized, technical activities related to testing, test scoring, data processing, and reporting of student information.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Essential Functions

Perform responsible and technical duties related to the District's Categorical Programs; assist the Superintendent or Designee in the coordination, preparation, distribution, monitoring of categorical reports mandated by the State and Federal government.

Research and compile a variety of information; track the progress of the expenditures based on categorical funding budgets.

Perform a variety of independent administrative duties including data collection, interpretation, and organization related to the preparation of the R-30 Report, SNOR Report, and various other reports; send these reports to the appropriate State and Federal agencies; monitor communications concerning these reports.

Perform a variety of complex clerical and technical duties in support of Superintendent or Designee.

Act as District's Designated STAR/CAHSEE/CELDT/PHY.FIT Coordinator:

- Coordinates state, federal, and district mandated testing with related departments within the district and the state level.
- Facilitates the administration of testing including the acquisition of testing materials and coordination with school sites regarding their preparation and testing procedures.
- Receives, inspects, counts, numbers, and distributes testing materials; packages tests and manuals; prepares directives for staff for each administration; and distributes to appropriate administrators according to established schedules.
- Inspects testing materials and maintains the security of testing materials, related data, and confidential student information.
- Attends conferences to keep current with compliance and state regulation issues for state mandated testing.

- Facilitates appropriate approval of forms/materials as necessary to meet state requirements for testing.
- Facilitates data collection and reporting for state documentation; assists district departments as necessary to gather information for reports to the state.

Assist appropriate District staff with the coordinated compliance Review Process, Categorical Program Monitoring, and categorical audits.

Assure timely communications between Special Projects-Categorical Programs Office and District employees; make phone calls to receive and transmit information; resolve problems as appropriate; refer difficult situations to supervisor.

Create and format a variety of materials including inter-office communications, applications, requisitions, forms, letters, special projects reports, compliance documents, and other materials; establish and maintain project and confidential files.

Schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendar; collect and compile information for meetings, projects and workshops.

Process student enrollment data in order to generate class attendance and grade documents; collect, verify, and audit student attendance data for accuracy following state laws and regulations; input attendance data into computer system; prepare attendance reports as needed to maintain accurate attendance reporting; prepare a detailed Factoring Report; audit and verify attendance requirements have been met.

Process student enrollment and un-enrollment for the Charter School at the site level. Enter daily attendance and grades into student information management system. Run site attendance reports. Prepare student transcripts.

Prepare district-wide hand-books.

Gather and enter information into the California School Information Services (CSIS), California Longitudinal Pupil Achievement Data System (CALPADS), the California Longitudinal Teacher Integrated Data Education System (CALTIDES) and/or any other central database for California or United States Department of Education. Prepare reports from/for these programs.

Operate a computer work station to record information and generate lists, reports, and other materials; utilize work processing and other software as required.

Plan, train, process, coordinate, and expedite on-going and special data processing, testing projects and required reports.

Operate a variety of office equipment.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of recent, fulltime equivalent, paid, increasingly responsible experience in a technical-clerical assignment involving accounting or statistics; experience in the operation of optical scanning equipment is desirable but not required.

LICENSES AND OTHER REQUIREMENTS: None.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Modern office procedures.
Test scoring and conversion procedures.
Program preparation for scoring, analyzing, and recording data.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Operate data processing and optical scanning machines and equipment with skill, speed, and accuracy.
Develop, analyze, and display statistical data.
Train and direct the work of clerical or other assistants.
Assume responsibility and exercise sound judgment.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Prepare accurate reports

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.