

STUDENT DATABASE ASSISTANT**DEFINITION**

Under the direction of the Director of Technology/Media Services and the Student Database Administrator, performs technical-level duties in assisting the in the analysis, development, maintenance, enhancement, operation, administration and training of the District Student Information System; assists in analyzing computer needs and modifying existing programs for improved reporting and record maintenance; assists in analyzing technical operating problems and implementing successful solutions; assists in training and providing technical support to school and District Office personnel; performs related duties as assigned.

TYPICAL DUTIES

Assists in the implementation, networking, maintenance, testing, operation and integrity of the District Student Information System; assists in reviewing and analyzing new and existing student application programs and in revising the system to accommodate District needs; assists in developing and maintaining security for the system.

Discusses user problems and assists in testing possible solutions; contacts software vendors when assigned to troubleshoot problems; provides information as requested for development of detailed specifications for applications programs and any corresponding changes in user workflow processes and procedures. Provides information for utilizing or modifying existing software; assists in establishing computer files, defining information and key fields, coding files and formatting reports.

Assists in analyzing administrative activities and determining operational and information management needs as assigned; assists in designing and implementing computer-based systems for the collection, analysis and presentation of financial and statistical information as assigned.

Serves as a technical resource for District and school personnel who work with the District Student Information System on the operation of system-wide applications; assists Student Database Administrator in the design, development, modification, customizing and enhancement of computer programs to meet user needs; assists users in debugging new programs as assigned. Assists in identifying and recommending modifications to applications programs that result from operational, organizational or legal changes in the District.

Assists in planning and conducting in-services and workshops to train District and school personnel who work with the District Student Information System; assists in developing training materials and user manuals; travels to various school sites and offices to substitute for absent student information system staff as needed or to explain system requirements and procedures; assists in investigating system problems and potential applications.

Assists in communicating with vendors, manufacturers, District administrators and personnel concerning system needs and applications as assigned; attends meetings, workshops and seminars as assigned to maintain current knowledge of technological advancements in the field.

As assigned, participates in the design, development and preparation of periodic and special financial and statistical reports as required by County, State and federal agencies.

EMPLOYMENT STANDARDS

Knowledge of: Multiple table relational database concepts, methods, procedures, applications, management, operations and software such as data processing principles and practices; modern computer hardware, software and multi-platform operating systems; data processing capabilities and applications pertinent to school district administration; hardware/software interaction; basic knowledge of networks; principles of training and work direction; oral and written communication techniques.

Ability to: Assist in administering a complex, real-time, District-wide student-information system; analyze complex data; read, understand and explain technical data; learn to install computer software; learn to extract data by developing complex queries requiring logic; learn to analyze administrative activities and develop recommendations, program modifications or other solutions for information management needs; assist in developing and conducting training for users; learn to train and assist users with specific software and system problems; learn to write program documentation and user manuals; work independently with minimal supervision; establish and maintain effective and cooperative working relationships with others; communicate effectively with others; meet schedules and timelines; maintain customer focused attitude.

Essential Physical Activities and Work Environment: Work is performed primarily in a centralized District Information Systems environment but also requires travel to various school office locations in the District to perform work, train and assist school site staff, or to other locations in the County to attend meetings. Sufficient visual acuity to read manuals, see contents on a computer screen; sufficient hearing to comprehend low level beeps from computers; sufficient strength and agility to lift and move equipment weighing up to 25 pounds; subject to noise from computer equipment and to traveling to District school sites and other County locations.

Mental Functions: Sufficient ability to read and comprehend technical material and to learn to solve complex, non-routine problems involving the student database system.

Typical Background: Any combination equivalent to completion of at least two years of college with major course work in computer science, information systems, data processing, training or related field, including or supplemented by demonstrated training in the operation of database software and at least two years of database operation experience. School district experience using Power School or other student database system currently in use by the District is highly desirable. Experience with the current Microsoft suite of software is also expected.

Licenses and Certification: Valid California driver's license and use of personal automobile.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.