

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Technology Training and Data Analyst**

**BASIC FUNCTION:**

Under the direction of the Chief Technology Officer, the Technology Training and Data Analyst provides technical and procedural trainings, in addition to establishing and maintaining the integrity of information passed through the district's central data systems. The Data Compliance and Technology Support Specialist is responsible for formulating, scheduling, and conducting technical and end-user courses; providing post-course documentation, including course summaries and course evaluations; collaborating, developing, and maintaining data standards as well as standards documentation; establishing accurate data records, and maintaining the integrity of data stored and passed through the district's centralized data systems.

**ESSENTIAL DUTIES:**

- Provides technical expertise to Teachers on Special Assignment and Technology Site Leads for successful implementation of technology for instructional staff;
- Develop training materials to assist staff in utilizing District's standard hardware and software systems;
- Plans, coordinates, and executes on-going trainings in computer skills outlined in the District Technology Plan and as assigned by CTO;
- Develop and provide training for new upgrades prior to implementation;
- Design and implement post-course documentation, including course summaries and course evaluations;
- Prepare, validate and submit data files to be exchanged between systems used in the District, including the student achievement data system, student information system (Aeries), and required state databases (CalPADS);
- Manage and configure user accounts, access, and privileges;
- Monitor integrity of data and notify users if corrections are needed;
- Create reports;
- Maintain backup files;
- Provide database maintenance as needed;
- Monitor status of computer support help calls and communicate with staff about the status of their help calls;
- Assist technicians with computer repair as needed;
- Maintain computers, printers and other equipment in good working order.

**OTHER REPRESENTATIVE DUTIES:**

- Attend workshops to update skills;
- Assist other departments on special projects as assigned;
- Perform other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Microcomputer operating systems and troubleshooting techniques for Macintosh and PC based computer systems.
- Microcomputer hardware architecture, design, installation, and repair.
- Materials, methods and tools used in the operation, installation and repair of computer and network systems.
- Software applications utilized by the District
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of various computers, operating systems and software, including the Internet.
- Oral and written communication skills.
- Basic instructional techniques.
- Importing and exporting data in relational databases.
- Reporting functions of database systems.
- Laws, rules, and regulations related to assigned activities.

### **Ability to:**

- Formulate training policies, programs, and schedules, based on knowledge of identified training needs, instructional technologies, and changes in products or services.
- Select appropriate instructional procedures or methods such as individual training, group instruction, self study, lectures, demonstrations, simulations exercises, and computer-based training.
- Organize and develop training manuals, reference library, testing and evaluation procedures, multimedia visual aids, and other educational material.
- Develop policies and procedures for District microcomputer use.
- Quickly respond to requests for information that may require manipulation of large amounts of data.
- Effectively analyze data and to provide comprehensive reports to management and stakeholders.
- Troubleshoot and repair basic system malfunctions and maintain microcomputer operating systems.
- Perform technical work in the repair, maintenance, and installation of a variety of computerized equipment and peripherals.
- Research, analyze, and recommend new system software and hardware.
- Understand and follow oral and written instructions.
- Maintain records and prepare reports related to assigned activities.
- Communicate effectively both orally and in writing.
- Use excellent telephone and interpersonal skills and establish and maintain a cooperative working relationship with others.
- Plan, organize, prioritize, and schedule work.
- Work a modified schedule to accommodate evening trainings for staff.
- Work under aggressive deadlines, independently, and with minimum direction.

- Ability to perform work independently without supervision.

### **MINIMUM QUALIFICATIONS:**

#### **Education:**

Any combination equivalent to: Bachelor's degree in computer science, business administration, management information systems or related field. Current standard technology certifications are desirable.

#### **Experience:**

Three (3) years of related experience performing duties of increasing responsibilities in a computing environment. Proven experience in designing and performing technical trainings. Experience working in a progressive educational setting is preferred. Experience with relational database management systems highly desirable.

#### **License Requirement:**

Possession of a valid California Motor Vehicle Operator's License

#### **Personal Qualities:**

- Independent Worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

### **WORKING CONDITIONS:**

- Primarily indoor work environment.
- Constant interruptions.

#### **Physical Requirements:**

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hand and fingers to operate a computer keyboard.
- Lifting and carrying moderately heavy computer equipment.
- Vision: Must possess vision (which may be corrected) to read small print and computer screens.
- Speech and Hearing: Must possess hearing (which may be corrected) to use a telephone and to hear discussions and questions during public and school meetings and productions. The individual is required to speak clearly and distinctly, to make lengthy oral presentations, and to converse by telephone.

- Ability to frequently stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to climb stairs.

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, function and limitations of assigned duties.
- Ability to establish effective relationships with a wide range of people.
- Ability to give direction and to exercise tact, diplomacy, empathy, and firmness in sometimes highly emotional situations.

**HAZARDS:**

- Working with equipment that may potentially cause electrical shock.