



## EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

1501 Del Norte Street, West Covina, CA 91790 • (626) 962-5080 • Fax (626) 472-5125

### DATA SUPPORT SPECIALIST

#### DEFINITION

Under the direction of the Deputy Superintendent and immediate supervision of the Educational Services Program Manager, perform a variety of specialized duties related to the development and implementation of methods and procedures to collect, analyze, and report student, programmatic, and organizational data. This is a classified 12-month position.

#### EXAMPLES OF DUTIES

1. Provide recommendations regarding data collection procedures and benchmarks for data comparison.
2. Develop and implement a variety of methods and procedures to collect and report student, programmatic, grant, and organizational data.
3. Collect, enter and tabulate large volumes of data for federal and state reports.
4. Communicate regularly with administrators and staff regarding data collection needs, development of surveys, data submission deadlines, work product, and grant/project activities.
5. Coordinate information and data gathering surveys and activities in collaboration with other departments, administrators, and staff to assure smooth and efficient data collection and analysis activities.
6. Communicate with other agencies or departments to provide or obtain a wide variety of information.
7. Work closely with the student attendance office to gather, retrieve, and input data, and create queries.
8. Compile data and create a variety of charts and graphs for presentations, handouts, and reports.
9. Monitor progress and integrity of collected data.
10. Distribute and present compiled data and programmatic information to staff, Districts and outside agencies at a variety of meetings and workshops.
11. Provide information to prospective students and visitors.
12. Schedule and proctor student assessments and industry certification examinations.
13. Participate and attend outreach and marketing activities.
14. Perform a variety of clerical duties requiring specialized knowledge and independent judgment.
15. Actively participate and contribute on a variety of teams/committees and special groups/projects.
16. Upon request, represent ESGVROP/TC at partnership events and meetings.
17. Attend staff development meetings, other meetings and trainings.
18. Other duties as assigned.

#### QUALIFICATIONS

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities, needed to complete duties assigned equivalent to an associate's degree and four (4) years of experience in data collection, data entry, data analysis, school accounting practices, attendance accounting, and federal or state statistical reporting requirements utilizing a variety of database systems.

## **KNOWLEDGE OF**

1. ROP Mission Statement and expected Student Learner Outcomes.
2. ROP student information & attendance database system and its analytics components.
3. California Career Readiness Indicators and the California School Dashboard.
4. Member District Local Control Accountability Plans.
5. CalPADS reporting requirements.
6. MS Office including Word, Excel, Access, and PowerPoint at an advanced level.
7. Student information database systems.
8. Formats and procedures for entering and retrieving various types of data.
9. Record keeping and reporting procedures.
10. Basic data collection techniques.
11. Basic research techniques including use of statistical analyses and tests of significance.
12. Traditional and electronic filing system techniques.
13. Statistical terminology and procedures.
14. Proctoring exam standards and guidelines.
15. Current practices in career technical education, including new programs, standards, materials, methods, and equipment.
16. Current operations, procedures, specific rules, and precedents related to high quality Career Technical Education programs.
17. California CTE curriculum standards.
18. Applicable sections of California Education Code and other state and federal laws.
19. ROP policies and procedures.
20. WASC and COE accreditation standards and reporting requirements.
21. Correct English usage, grammar, spelling, punctuation, and vocabulary.
22. Oral and written communication skills.
23. Interpersonal skills using tact, patience, and courtesy.

## **ABILITY TO**

1. Collect and gather accurate data to create and present student, programmatic, and organizational outcomes in a variety of graphs.
2. Understand organizational, grant, and programmatic objectives and the data needed to accurately reflect outcomes.
3. Compile information, assimilate and evaluate comprehensive data.
4. Use independent judgment in performing complicated data analysis.
5. Interpret, summarize, and recognize the implications of complex documents and data.
6. Prepare and compile data in clear and concise charts and graphs by required deadlines.
7. Establish and maintain cooperative and professional relationships with supervisors, staff, students, and school stakeholders, at all times.
8. Demonstrate initiative, flexibility, and tactful judgment.
9. Analyze situations accurately and adopt an effective course of action.
10. Work independently with little direction.
11. Complete routine arithmetic calculations with speed and accuracy.
12. Use spoken and written English effectively.
13. Deal with a high volume of work; complete work with many interruptions and meet deadlines.
14. Utilize technology to create various charts and graphs that accurately and clearly represents data and outcomes.
15. Establish and maintain cooperative and effective working relationships.
16. Make timely decisions using sound judgment and problem solving techniques.

17. Adhere to ROP procedures and policies.
18. Understand and follow oral and written directions.
19. Provide excellent customer service and present a professional appearance at all times.
20. Maintain confidentiality.

### **PHYSICAL ABILITY**

While performing the duties of this job, the employee is frequently required to use hands or fingers, to handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

### **WORK ENVIRONMENT**

Employees in this classification work indoors. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

### **SALARY PLACEMENT**

Schedule M / Range 30

*This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.*