

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: MANAGEMENT INFORMATION SYSTEMS AND RESEARCH TECHNICIAN

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, to research, evaluate, and implement computer applications to support a system of data collection and management for educational assessment, evaluation, research and planning; to collect, enter, organize, analyze, retrieve and present data related to the District's testing, evaluation and research activities; to write reports and perform a variety of paraprofessional duties.

#### REPRESENTATIVE DUTIES:

Assist in the development and implementation of education research and management reporting plans; discuss research and other assignments with supervisor; offer suggestions to be used to obtain information; compile information and check sources of information currently available. **E**

Assist and train users in identifying, collecting, analyzing, retrieving and reporting of information. **E**

Design or implement questionnaires, report forms and accompanying instructions. **E**

Provide information for use in understanding the background of problems and questions involved. **E**

Assist in researching and evaluating vendor and State mandated software packages and upgrades for application to District data collection and reporting activities. **E**

Install software such as operating systems, word processing and spreadsheet programs into personal computers and/or networks. **E**

Collect and enter information into a personal computer; review data to be entered to determine accuracy; research discrepancies and correct data. **E**

Assist in the operation of a tape drive system, printer, scanner, and a variety of other data processing equipment in a personal computer environment. **E**

Interpret findings and prepare reports, graphs, charts, spreadsheets and other organized information. **E**

Perform minor remedial actions to correct problems based on knowledge of computer system operation. **E**

Perform paraprofessional duties such as preparing correspondence, answering telephones, organizing and maintaining files of reports and publications; prepare materials for meetings and presentations. **E**

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Research and analysis methods and techniques for compiling and reporting data.

Capabilities of personal/micro-computer hardware and operating systems.

Currently available personal/micro-computer software packages.

Report writing techniques and formats.

Modern office practices and procedures, including school attendance accounting systems.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

##### ABILITY TO:

Analyze and evaluate State mandated software packages for applicability to District Adult Education reporting requirements.

Read and interpret technical documents such as operating instructions and procedure manuals.

Operate a personal/micro-computer with speed and accuracy. Organize, write and produce clear, logical reports, graphs, charts and information sheets.

Perform responsible paraprofessional work with accuracy, speed and initiative.  
Organize and maintain files and records.  
Understand and carry out a variety of instructions provided in written, oral, or diagram form.  
Develop and maintain cooperative and effective working relationships with those contacted in the course of work.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.  
Complete work with many interruptions.  
Maintain records and prepare reports.  
Transmit data via the Internet.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by course work and/or experience in micro-computer technology, report writing and/or research methods. Demonstrated experience in personal/micro-computer technology including evaluation, installation and support of software packages. Experience with collection, organization, analysis and presentation of statistical data.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; subject to constant interruptions.

**PHYSICAL ABILITIES:**

Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, seeing to read, post and assure the accuracy of figures, records, and documents, and hearing and speaking to exchange information.