

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: STATE INFORMATION EXCHANGE SPECIALIST

BASIC FUNCTION:

Under the direction of the Director – Information Technologies, extract data from District information systems into electronic format for data exchange with the State of California and other agencies.

REPRESENTATIVE DUTIES:

Produce student data files for State-mandated testing according to California Department of Education (CDE) regulations and requirements. *E*

Obtain and maintain State identifiers for all students receiving services from the Torrance Unified School District. *E*

Maintain currency with State requirements related to data submission and exchange with other districts. *E*

Validate information in District information systems. *E*

Provide notification to schools/departments of abnormal data needing correction. *E*

Query data to generate reports for both electronic and printed formats. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation and use of computer workstation and peripheral equipment including database management software applications.
Modern data storage and retrieval methods.
State data requirements related to standardized testing and student data submission.
Operating systems.
Principles and techniques of programming.
Oral and written communication skills.
Client/server knowledge highly desirable.

ABILITY TO:

Analyze complex procedures, data constructs and data to develop logical conclusions.
Communicate technical information clearly to department staff.
Prepare clear, complete, and accurate reports.
Meet schedules and timelines.
Establish and maintain cooperative and effective working relationships with others.
Develop queries to gather and extract data to generate data files and printed reports.
Compile and prepare data for mandated State reporting and special reports as needed.
Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college course work in computer science (or related major) and/or three years of professional computer database experience with microcomputer, relational database management systems such as Microsoft Access and FoxPro.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of computer equipment, seeing to observe computer monitor, and hearing and speaking to exchange information, bending, pushing, lifting, and moving moderately heavy objects.