



**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**  
**176 HOLSTON DRIVE, LANCASTER, CALIFORNIA 93535**

**VACANCY ANNOUNCEMENT #25-26-88**

**OPEN: MAY 1, 2026    CLOSE: MAY 11, 2026, 4:00 PM**

The online application for this posting may be found at <https://www.edjoin.org/avuhsd>  
To print and submit application via email or fax, visit [www.avdistrict.org](http://www.avdistrict.org)

**Anticipated Vacancy**

**POSITION: SITE DATA SYSTEMS TECHNICIAN**

**TRANSFER INFORMATION:** Employees who wish to transfer to any school in the District are requested to submit a District Classified Transfer Request to the Human Resources Office by the closing date listed on this announcement. Transfer requests for school locations other than the one announced may be considered in the event an opening is created at the desired school in the process of filling this announced vacancy.

**CLASS DEFINITION:** Under direction of the School Principal, is responsible to manage and support the site's student information database as well as all associated software configurations at the sites.

**DUTIES AND RESPONSIBILITIES:** Responsible to verify and maintain student information database availability. Provides first line of technical support for problem analysis and resolution involving application software usage, student information database performance. Communicate to all parties for problem resolution ranging from initial supplier, manufacturer, and/or Information Systems Office. Works with District Data Technician to develop database integration procedures for maintaining district consistency. Provides all general support/training for applications software usage in the areas of: Training and general use. Special query program development. Report generation procedures for users. Development of school database standards and procedures. Development of student information database design for special programs. Generates and interprets extensive statistical data for district, state and federal reports including CBEDs, WASC, grants, audits, etc. Maintains and monitors security standards and procedures for student information database users to ensure the integrity and safety of all data., Conducts an orderly shut-down of the student information database when required. Handles student information database system backup procedures to ensure data integrity and safety. Performs required maintenance duties as necessary for a productive data system.

**DESIRABLE QUALIFICATIONS:**

- Experience:** At least one year of in-school operation experience with a general understanding of micro-computers and basic software, such as word processing, spreadsheet and/or six months of experience in a wide area network (WAN) or local area networks (LAN) environment.
- Education:** Completion of 12th grade or equivalent and one year of technical training or related experience.
- Knowledge of:** School operations, basic microcomputer operations and associated user software.
- Ability to:** Train and support school personnel, analyze problems and develop appropriate resolutions. Handle computer operations as well as scheduling these operations. Perform minor programming via a user oriented query language.

**PHYSICAL ABILITIES:** The physical and mental abilities described below are representative of those employees may need to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**CONTINUES ON REVERSE**

**PHYSICAL ABILITIES (CONTINUED):** Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. Able to conduct verbal conversation. Able to hear normal range verbal conversation (approximately 60 decibels). Able to sit, stand, stoop, kneel, bend and walk. Able to sit for sustained periods of time. Able to climb slopes, stairs, steps, ramps and ladders. Able to push and /or pull a variety of tools, equipment and objects weighing up to 40 pounds. Able to lift up to 40 pounds. Able to carry up to 40 pounds. Able to exhibit full range of motion for shoulder external rotation and internal rotation. Able to exhibit full range of motion for shoulder abduction and adduction. Able to exhibit full range of motion for elbow flexion and extension. Able to exhibit full range of motion for shoulder extension and flexion. Able to exhibit full range of motion for back lateral flexion. Able to exhibit full range of motion for hip flexion and extension. Able to exhibit full range of motion for knee flexion. Able to operate office machines and equipment in a safe and effective manner. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy. Able to work with a variety of chemical agents in a safe and effective manner without allergic reaction. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.

**REQUIRED TO:** Hold and maintain a valid California Motor Vehicle Operator's License, proper insurance and a good driving record satisfactory to the District. Pass a required drug test. Submit to fingerprint testing through the California Bureau of Justice and/or the Federal Bureau of Investigation.

**SUPERVISION OVER:** No supervisory duties, but has responsibility for giving direction and carrying primary site responsibility for PowerSchool  
**SUPERVISION FROM:** Administrative Supervisor  
**HOURS:** 8 hours per day / 12 months per year  
**SALARY:** Range 43, Step 1 (\$4,123.33 per month)

**APPLICATION INFORMATION:** All qualified individuals interested in this position may apply online at [www.edjoin.org/avuhsd](http://www.edjoin.org/avuhsd) OR print and complete the application available at [www.avdistrict.org](http://www.avdistrict.org). For online application, submit the complete AVUHSD Application and attach a complete chronological resume. To submit a printed application, include a complete chronological resume and forward via email ([enava@avhsd.org](mailto:enava@avhsd.org)) or fax (661-952-5466). You are strongly encouraged to also attach copies of letters of recommendation (professional preferred), degrees, certificates and diplomas demonstrating relevant training and education. Incomplete packets will not be considered. Be advised that any falsification and/or omission of information may be sufficient cause for immediate termination. Applications will be screened and selected candidates will be contacted for further testing and/or interview.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT WORKFORCE DIVERSITY**

*Diversity is one of the defining strengths of America, and the diversity of the Antelope Valley Union High School District workforce is essential in the preparation of our students with academic, technical, and work-related skills necessary for success in the 21<sup>st</sup> century. To accomplish this undertaking, it is essential that we have a workforce that reflects the diversity of the community we serve and educate. The Antelope Valley Union High School District is committed to recruiting, hiring, and retaining highly qualified employees who not only represent our community, but are also dedicated to creating a culture of inclusion that values each individual and promotes collaboration and fairness. The Antelope Valley Union High School District is committed to offering an employment and educational environment free from discrimination with respect to race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, actual or perceived sexual orientation, or any other unlawful consideration.*

**EQUAL OPPORTUNITY EMPLOYER**



**Kristina Ramos, Assistant Superintendent, Human Resources**