



## **Thompson School District Classified Job Description**

**Job Title:** Data Technician  
**Revised Date:** September 2021  
**Work Year:** 260 Days  
**Department:** Learning Services  
**Reports to:** Director of Assessment and Evaluation  
**Benefits include:** Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

### **ABOUT THOMPSON SCHOOL DISTRICT:**

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at [thompsonschoools.org](http://thompsonschoools.org) to learn more.

**SUMMARY:** Responsible for providing data support to the Student Information and Assessment Team. Complete clerical related duties including data entry, data quality check, assisting school and district staff in data entry and accuracy in the student information system (e.g., Infinite Campus) and communicating across district departments to aid with data accuracy in required state reporting. Additional data support focused around special education and individualized educational plans (IEPs). Tier 1 support answering emails and phone calls with seasonal data support on the parent portal, enrollment and assessment helpdesks. Integral part of the data team to complete state mandated data collections, some that impact funding where data quality is of the utmost importance.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Support a data quality control process led by the Data Quality specialist to ensure data is accurately entered through the student information system (Infinite Campus) and Special Ed records, as well as enrollment and assessment, as needed (seasonal).
- Provide data collection and quality assurance in state mandated collections, including, but not limited to October Count, Student End of Year as well as Special Ed End of Year & December Counts.
- Serve as a district Local Account Manager for staff access to secure data sharing portals between the district and the Colorado Department of Education
- Enter, verify and update data as needed into the student information system or spreadsheets.
- Answer phone, voicemails, assist callers with basic system support and provide information or route calls to the appropriate person

- Aid with administrative or seasonal data collection projects, including student application and enrollment process, registration, user accounts for assessment systems, and assist answering emails in regards to student and/or parent/guardian access to the Parent Portal.
- Other duties as assigned

### **JOB QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **KNOWLEDGE, SKILLS, and ABILITY:**

- Strong communication and interpersonal skills
- Basic math, writing and accounting skills
- Proficient in Microsoft Office and/or Google Suite, MS Excel and/or Google Sheets required
- Operating knowledge of Student Information System, Infinite Campus preferred
- This position requires application of position knowledge to efficiently provide information requested and follow department guidelines
- Required to maintain confidentiality
- Work is guided by TSD Board Policy, FERPA, ESSA, ECEA, and the Student Data Transparency and Security Act

### **SUPERVISION/TECHNICAL RESPONSIBILITY:**

- Supports Student Information & Assessment staff by providing assistance with data entry, data quality, and technical assistance regarding student information system, online registration and assessment system user accounts, as well as an extra focus on the Individualized Educational Plans (IEPs).
- Work is assigned by number of requests, files, phone calls, etc. received in a given day as well as work typically assigned by the Data Quality Specialist, or the Director of Assessment and Evaluation. May also receive assignments from the Student Information System specialist, Central Registration, or Assessment Specialist.

### **EDUCATION AND TRAINING:**

High school diploma or equivalent, or equivalent combination of education and experience.

### **EXPERIENCE:**

Minimum of two years' experience in office work, including data entry and computer skills operating Microsoft Excel, Google sheet. Experience in a district or school office is preferred. Knowledge of student information systems is highly desirable.

### **CERTIFICATES, LICENSES, & REGISTRATIONS:**

None.

### **SAFETY TO SELF AND OTHERS:**

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure

how to perform a task safely, stop and ask your supervisor for instruction before continuing.

- All employees of the district are responsible for maintaining a safe and healthy workplace and ensuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

*The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee frequently is required to stand; walk; reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.**