

Job Summary:

Under the direction of the Leadership Support Services Administrator, the Program Data Technician performs a wide variety of technical duties in auditing, verifying and ensuring accuracy of student records and program data; generates a variety of reports for use by TCOE departments and reporting to various stakeholders (i.e. State and federal agencies, grantors, TCOE Staff, etc.); exports data to other formats for detailed analysis and specialized reporting; interacts with administrators, representatives of other TCOE departments, and others.

Essential Job Functions:

Commits to honoring TCOE's Mission, Vision, Core Values, Commitments and Indicators of Student Success.

Receives and logs requests for data from departments.

Locates student records in systems and researches student enrollment history and academic records to obtain data on academic credits for the purpose of organizing reports.

Exports various educational data from multiple data systems for departments/programs to identify inaccurate codes, mismatches and other missing or erroneous data and follows up with department/program to obtain missing or corrected data.

Generates summary reports according to program needs, funding source, department and other variables; reconciles data differences, identifies reasons for differences and/or makes manual adjustments; prints and distributes final reports; maintains files of all reports and revisions.

Creates specialized databases, linked spreadsheets and forms for use by other department staff.

Performs a variety of other data management and reporting assignments; researching and resolving any data related issues.

Maintains and updates a variety of program information utilized in data maintenance and reporting functions.

Researches and responds to inquiries from administrators and others and assists in the interpretation of data.

Performs other duties as assigned.

Skills and Knowledge Required:

Knowledge of:

Å TCOE and State regulations, rules, policies and procedures applicable to the maintenance of student records and the reporting of student attendance and other data.

Å Functions, operations and data input/output procedures of TCOE's student information systems, including methods for creating system queries for a variety of purposes.

Å Office administrative practices and procedures, including recordkeeping practices and procedures.

Å Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

Å Advanced uses of word processing, spreadsheet, database and other business intelligence software to import/export data elements and create reports, documents and materials requiring the interpretation and manipulation of data.

Å Basic research techniques, methods and procedures.

Skills to:

Å Operate a computer using word processing, spreadsheet and database software and other office equipment.

Å Manage multiple and rapidly changing priorities to meet the needs and expectations of a variety of internal and external customers, often on short notice.

Å Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.

Å Interpret, apply, explain and reach sound decisions in accordance with regulation 413 TOrformot rot rormot >01g priorp JE

