



JOB ANNOUNCEMENT

STUDENT DATA TECHNICIAN (PERMANENT)

Salary: \$4,963.18- \$6,030.72 Monthly

APPLICATION PROCEDURE:

To be considered for this position, the applicant must complete the online application, which can be found at: cvusd.org/pc. **Deadline is October 18, 2022 at 3:00 P.M.**

SELECTION PROCEDURE:

This is a **PROMOTIONAL and OPEN** recruitment to establish an eligibility list, fill a vacancy, and hire substitutes. The eligibility list will be used to fill vacancies that may occur during the life of the eligibility list. In a promotional and open recruitment, the promotional list shall take precedence. If the promotional list contains fewer than three eligible and willing ranks, certification of additional ranks shall be made from the open list.

The examination process will consist of a written and/or performance examination, which is tentatively scheduled for Tuesday, October 25, 2022 and an oral technical interview, which is tentatively scheduled for Tuesday, November 1, 2022. Applicants will be notified of their application status via email.

More information on our recruitment, selection, and employment practices can be found here: cvusd.org/pc

JOB SUMMARY:

Under general supervision of an assigned administrator, performs a variety of technical statistical record-keeping duties related to pupil enrollment, registration, and maintenance of student databases in accordance with established policies and procedures. Inputs, audits, collects, and retrieves data at an assigned high school.

[Please click here for a complete job description.](#)

EDUCATION AND EXPERIENCE:

Education: High School diploma or equivalent. An Associate's degree in database management, information technology, or related field is desirable.

Experience: Two (2) years of increasingly responsible clerical/secretarial experience including (1) year in an educational environment involving public contact, organizing and inputting specialized data utilizing database software.

EQUAL OPPORTUNITY /AFFIRMATIVE ACTION EMPLOYER

The Centinela Valley Union High School District is committed to providing a safe school and working environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For more information or to file a complaint, please contact Dr. Pamela Brown, Assistant Superintendent, Diversity, Equity & Inclusion Centinela Valley Union High School District, 14901 Inglewood Avenue. Lawndale, CA 90260. brownp@centinela.k12.ca.us (310) 263-3210