

CATEGORICAL SPECIALIST

DEFINITION

Under the direction of the Categorical Programs Office or the Director of Research, Testing, and Accountability, the Categorical Specialist provides direct support to the District and schools in the implementation of No Child Left Behind (NCLB) Act of 2001, which supports student achievement on local District and State assessments. The Categorical Specialist organizes the distribution and collection of all related program materials, creates and maintains databases, and all required documentation for state and/or federal program audits.

ESSENTIAL DUTIES

- performs complex and technical clerical work involving reviews and audits of a variety of materials requiring familiarity with policies, practices and procedures of a specific work unit
- reviews, audits and monitors the development of a variety of technical reports
- drafts statistical reports from various data
- answers technical questions concerning the work unit's area of responsibility
- establishes and maintains alphabetical, numerical, subject matter, and other classification files and catalogs
- organizes and coordinates the preparation of documents and records including forms, bulletins, questionnaires, contracts, requisitions and a variety of other material, which may be of a highly technical and/or confidential nature
- initiates and receives telephone calls
- operates a micro-computer to input and extract data from automated information management, storage and retrieval systems
- designs and executes specialized complex queries using a variety of databases and software including but not limited to Microsoft Office Suite programs such as Excel
- monitors the integrity of assessment and/or categorical program databases
- maintains simple financial or statistical records
- performs other duties as assigned

QUALIFICATIONS

Knowledge of: Current technology and software applications including Microsoft Excel; correct English usage, spelling, grammar, punctuation and composition; current office methods, procedures and equipment, including word processing, data entry, fax operations, duplicating machines; methods used in compiling complex statistical reports; data processing terms, practices, and procedures; logical steps in computer operating systems and record management; troubleshooting techniques and tools.

Ability to: Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed; possess excellent organizational skills; proficiently operate standard office equipment; computer/word processor, fax machine, duplication machines, computerized telephone system, etc.; perform complex mathematical calculations with accuracy and speed; establish and maintain cooperative, positive working relationships with diversified staff and general public; detect errors in printed output and troubleshoot query problem in pre-identification files needed for answer documents and barcode labels; interpret an extensive variety of technical instructions.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- will stand, walk, and sit most of the time, but may walk or stand for brief periods of time will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials
- will occasionally be required to work in an environment near moving mechanical parts and where the noise level is moderate

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

EXPERIENCE AND EDUCATION

Experience: Three years of directly related computer experience, networking with personal computers using relational databases is preferred.

Education: Verification of a High School diploma, a GED certificate, or a higher degree.

License Requirement: Possession of a valid California Motor Vehicle Operator's License. Use of a private vehicle is required.

Condition of Employment: Insurability by the District's liability insurance carrier is required.