

ASSESSMENT TECHNICIAN

DEFINITION

Under the direction of the Director of Secondary Curriculum, works with specialized and technical statistics as related to the District's Assessment Programs.

DISTINGUISHING CHARACTERISTICS

This single class position is characterized by the responsibility to independently perform complex tasks for the District's Assessment Programs as it pertains to proficiencies, state mandated assessments, norm reference tests, and/or any other multiple assessments in accordance with the State and District policy.

OCCUPATIONAL GROUP

Classified (Clerical)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Maintains a current working knowledge of laws, rules, regulations and District policy, goals and objectives as related to assessment, which will include attending District, County and State consortium assessment meetings. **(E)**
2. Works collaboratively with the Directors of Elementary, Secondary Curriculum and the Director of Categorical Programs; to plan, organize, and coordinate the State Mandated Testing Programs at the District level.
3. Serves as a liaison between District, County and State agencies, as well as outside testing agencies, and distributes received correspondence.
4. Coordinates and interprets the proficiency, standardized and District testing programs. Schedules assessments and inservices as necessary. **(E)**
5. Works in conjunction with the Data Processing Department to create technical reports and programs as needed for administrators and school site personnel; prepares reports for sites that are necessary to the monitoring and follow-up of special needs students as it relates to student history files. **(E)**
6. Processes applications for summer inservice training on scoring Golden State and other state developed tests.
7. Works with District and school personnel as it relates to the administration of the District's Proficiency Testing and the maintenance of student proficiency records and student transcripts.

8. Orders and maintains an inventory of all general supplies for Office of Assessment. **(E)**
9. Hand scores when needed all individual administered tests during the year and sends results to school sites.
10. Enters into the District's DEC History File, high school proficiency results for transfer students, differential standards for special education, and results of hand scored tests. **(E)**
11. Prepares letters and mails results of proficiency tests to parents of individual students in grades 6-12.
12. Orders and distributes printed reports from Data Processing and other agencies. **(E)**
13. Prepares proficiency conference materials needed for SB-813 conferencing.
14. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Modern office practices and computer applications, including filing, record keeping, and the use of standard office equipment and operations;
- Data entry to numerous District files, pertaining to history, grades, testing, demographics information on students' files throughout the District.

Ability to:

- Interpret specific rules, regulations and pertinent policies, and apply them by District policy standards and California Education Code with minimal supervision;
- Compile and maintain accurate and complete records and reports;
- Make mathematical calculations with speed and accuracy;
- Work independently with little direct supervision;
- Plan, organize, and prioritize workload to meet established timelines;
- Direct the work of temporary office personnel when necessary;
- Maintain effective relationships with persons contacted in the course of working day including outside agencies, parents and community members;
- Work with applications and procedures utilizing statistical analysis.

EDUCATION

Education equivalent to the completion of the 12th grade. A combination of training and experience may be substituted for formal experience.

Supplemental training or coursework in the secretarial/clerical area, and/or statistical analysis desirable.

EXPERIENCE

Three (3) years of responsible clerical work involving data entry, computer applications and word processing, maintenance of student records.

One (1) year of experience in a school district Assessment department highly desirable.

WORKING CONDITIONS

- Complex office environment;
- Subject to frequent interruptions;
- Demanding timelines.

PHYSICAL ABILITIES

- Bending at the waist and reaching to retrieve and maintain files and records;
- Carrying, pushing, pulling, or lifting light equipment;
- Dexterity of hands and fingers to operate standard office equipment;
- Hearing and speaking to exchange information in person and on the telephone;
- Kneeling, crouching, or stooping;
- Reaching overhead, above the shoulders, and horizontally;
- Seeing to read and to prepare/process documents;
- Sitting for long periods of time.

HAZARDS

- Extended viewing of computer monitor;
- Working around and with office equipment having moving parts;
- Some contact with toxic materials.

SPECIAL REQUIREMENTS

- Must possess or obtain prior to appointment, a valid California Vehicle Operator's License;
- Must have the ability to obtain and maintain insurability status under the District's Vehicle Insurance policy.