

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: ASSESSEMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties related to the collection, processing, scoring and mandated reporting of language and other district wide assessment test data; compile test scores and data for special reports and statistical analysis; provide technical assistance and support services to student, parents, District personnel and outside agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties related to the collection, processing, scoring and mandated reporting of language and other district wide assessment data; assist in the development and implementation of State-mandated tests.

Package test materials for distribution; compile test scores and data for special reports; input information into an assigned computer system for data management and analysis; generate related computerized reports.

Provide technical assistance and support services to student, parents, District personnel and outside agencies concerning State-mandated tests; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; explain test procedures, policies and regulations.

Prepare and maintain records and reports related to student tests results for submission to local, State and federal agencies; assure accuracy and completeness of records and reports; assist in the development of school accountability report cards.

Collect, compile, input and scan assessment test data; prepare and maintain a variety of mandated records, reports and files related to District and school site assessment test and survey results; extract, download, upload and maintain a variety of automated data related to assignment.

Assist in the coordination of testing activities between personnel, administrators and outside agencies; identify and resolve testing schedule conflicts; proctor and administer assessment tests to students as required; score and record preliminary results for staff, parents and students.

Maintain inventory of testing supplies and materials; order supplies and materials as directed; compile required testing forms from various sources as needed; pick-up or receive testing supplies and materials as required.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Perform clerical duties related to assigned activities; compose correspondence, memoranda and other documents concerning test scoring, analysis and reporting; process forms and applications as required; duplicate materials as needed.

Communicate with District personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Assist with training and providing work direction and guidance to testing personnel at school sites.

Attend and participate in assigned meetings, conferences and workshops.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, techniques, standards, and procedures involved in the collection, processing, input, verification, record-keeping and reporting of statistical data.
Applicable laws, codes, regulations, policies and procedures.
Operation of a computer and assigned software; modern office practices, procedures and equipment.
Research methods and report writing techniques.
District testing procedures and security of test materials; data verification and clean-up procedures.
Interpersonal skills using tact, patience and courtesy.
Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.
Correct oral and written usage of English and a designated second language.
Arithmetic computations.

ABILITY TO:

Perform a variety of technical duties related to the scoring and reporting of student test data.
Compile test scores and data for special reports and statistical analysis.
Provide technical assistance and support services to site testing personnel.
Read, write, translate and interpret English and a designated second language.
Utilize a computer to input data and extract and manipulate information.
Administer assessment tests in English and a designated second language.
Communicate effectively both orally and in writing.
Learn, interpret, apply and explain laws, rules, regulations, policies, requirements and procedures.
Perform accurate mathematical and statistical calculations.
Establish and maintain cooperative and effective working relationships with others.
Type or input data at an acceptable rate of speed.
Plan and organize work; meet schedules and time lines.
Compose correspondence and written materials related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience involving the collection, processing, verification, record-keeping and reporting of statistical data including work with computer databases and software applications.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224