

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: SENIOR ASSESSMENT TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, coordinate testing materials, communications, calendars and information in support of End-Of-Course and other District-wide assessment tests; utilize a computer to input and extract testing information and generate master schedules and class control logs; perform a variety of technical duties involved in the scoring, analysis and mandated reporting of student test data.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Coordinate testing materials, communications, calendars and information in support of End-Of-Course and other District-wide assessment tests; monitor, evaluate and adjust testing activities in response to District needs; assist in assuring testing activities comply with established requirements, policies and procedures.

Collect, compile, assemble and process information required for testing activities including course numbers and student and teacher counts; input data into an assigned computer system; establish and maintain automated records and files; create queries, form links to data and generate master schedules, class control logs and computerized reports.

Prepare, develop and coordinate the distribution, collection and security of answer keys, standards correlations, testing forms, documents and other materials for End-Of-Course, reading and other assessment tests; arrange for the duplication of testing materials; assure test materials are printed in accordance with established time lines and specifications; package test materials for distribution.

Perform a variety of technical duties involved in the scoring, analysis and mandated reporting of student test data; participate in the planning, preparation and implementation of the District-wide testing calendar and related time lines; assist in the development and implementation of mandated testing programs; assist in the development of school accountability report cards.

Provide technical assistance and support services to students, parents, District personnel and outside agencies concerning the administration, scoring, analysis and reporting of District assessments; respond to inquiries and provide detailed and technical information concerning related standards, requirements, time lines, materials, practices, techniques, regulations, policies and procedures.

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; confer with registrars to assure accurate demographic data; extract, download, upload and maintain a variety of automated data related to assessment results in an assigned computer system.

Coordinate and participate in the preparation, distribution, collection and processing of the annual Student Survey and Superintendent's Survey; develop related materials in accordance with survey requirements and specifications.

Establish, maintain and coordinate file and tracking systems for assessment reporting data; confer

with technology personnel regarding computer system requirements and related data extraction, record-keeping and reporting functions; develop automated spreadsheets for student test data; review input and output data to assure accuracy and completeness.

Serve as a liaison and coordinate testing activities between personnel, administrators and outside agencies; resolve test issues, conflicts and problems in a proper and timely manner; compose and distribute correspondence as needed.

Monitor inventory levels of testing materials; order, receive and maintain adequate inventory levels of testing and survey materials.

Communicate with District personnel, students, outside agencies and others to exchange information and resolve issues or concerns; initiate, receive and route telephone calls; contact staff to request and provide data, information and documents as needed.

Operate a variety of office equipment including a calculator, copier, scanner, computer and assigned software; drive a vehicle to visit school sites and conduct work.

Attend and participate in various meetings, conferences, training sessions, workshops and other events related to language assessment tests; schedule and arrange meetings as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices, techniques, standards, requirements and procedures related to the administration, reporting and scoring of assessment tests.

Practices, procedures and techniques involved in the collection, processing, input, verification, record-keeping and reporting of statistical data.

General standards, methods and procedures involved in the preparation, development and circulation of testing materials.

Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Principles, methods and procedures of operating computers and peripheral equipment.

Record retrieval and storage systems.

Policies and objectives of assigned programs and activities.

Report writing and statistical record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Statistical and mathematical computations.

**ABILITY TO:**

Coordinate testing materials, communications, calendars and information in support of End-Of-Course and other District-wide assessment tests.

Prepare, develop and coordinate the duplication, distribution, collection and security of answer keys, standards correlations, testing forms, documents and other materials for assessment tests.

Perform a variety of technical duties involved in the scoring, analysis and mandated reporting of student test data.

Utilize a computer to input data, create queries, extract and manipulate information, generate links to data and produce master schedules, class control logs and computerized reports.

Provide technical assistance and support services to students, parents, District personnel and outside agencies concerning the administration, scoring, analysis and reporting of District assessments.

Participate in the planning, preparation and implementation of the District-wide testing calendar.

Perform accurate mathematical and statistical calculations.

Learn, interpret, apply and explain laws, rules, regulations, policies, standards, requirements and procedures.

Prepare a variety of narrative and statistical lists, records and reports.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years experience involving the collection, processing, verification, record-keeping and reporting of statistical data including one year involving student assessment tests or similar functions.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

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*