

TESTING TECHNICIAN

DEFINITION

To perform specialized and technical activities related to testing, analyzing, recording, displaying, reporting and filing of student test information.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a designated administrator or supervisory staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assist in the preparation of tests; assemble master test for duplication; prepare graphic work for test covers and test questions; assemble and breakdown test materials.

Develop list of course numbers and collect counts of students for duplicating and assembling test materials; collect class, student, and teacher information from district computer; file necessary reports.

Score, analyze, and record student test data in order to standardize and monitor the student assessment testing; assign classification codes in accordance with established policy.

Operate optical scanning equipment to score, analyze, display and record student test data or manually do the same.

Compile data and assist in the preparation of reports pertaining to testing activities.

Compose correspondence, memoranda, and other communication materials regarding the testing program.

Answer questions and provide information regarding testing programs of the district.

Assist in the distribution, retrieval and security of testing instruments.

Maintain lists of students eligible for reclassification to school sites; classify students coming in from other schools as information is collected; record on computer.

Type and assemble handbooks, brochures, in-service materials and other materials; complete general office forms including letters and correspondence.

Design and complete certificates.

May proctor test under certificated supervision; may train personnel in testing procedures

Sweetwater Union High School District
Testing Technician (Continued)

EXAMPLES OF DUTIES

Perform other duties related to this position.

QUALIFICATIONS

Knowledge of:

Test scoring, analyzing, displaying, reporting and filing procedures.

Modern office practices, procedures, and methods, including the use of standard office machines pertinent to assigned operations.

English usage, spelling, grammar and punctuation.

Basic arithmetic principles.

Ability to:

Score, analyze, display, report, and file test information.

Make arithmetical calculations quickly and accurately.

Compile, maintain and verify complete and accurate records and reports.

Learn and effectively use computer hardware and software and other data processing and optical scanning equipment applicable to assignment with skill, speed and accuracy.

Operate standard and specialized office machines and equipment applicable to assigned operations.

Type and enter data at a speed necessary for successful job performance. A net corrected speed of 45 words per minute would typically meet the requirements of the position classification.

Understand and follow oral and written instructions.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Experience:

One year of responsible clerical experience involving the maintenance or compilation of statistical records or test data.

Training:

Equivalent to the completion of the twelfth grade preferably supplemented by course work in basic statistics or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

