



For the future of every student

CLASSIFICATION TITLE: ASSESSMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical, record-keeping and administrative duties in support of assessment testing and staff development functions; utilize a computer to input and extract data, and maintain and update various databases and records related to staff development and assessment tests.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical, record-keeping and administrative duties in support of assessment testing functions; register students for testing activities.

Provide technical support and assistance to the administrator in maintaining and coordinating data related to GED, CASAS, District assessment and other assigned tests.

Input, download and update a variety of student test scores and other data in assigned computer systems; develop and maintain automated databases, records and files; generate a variety of computerized reports and documents; assure accuracy of input and output data.

Prepare and maintain a variety of manual and automated records, reports and files related to students, assessment tests, results, registration, and assigned activities; review data and mail results to appropriate agency.

Serve as a technical resource to staff, faculty, parents and others concerning assessment testing functions; respond to inquiries and provide technical information concerning related tests, standards, requirements, data, timelines, practices, policies and procedures.

Serve as proctor for GED exam using assigned testing service. Maintain test logs and seating charts; assist with testing accommodations, and distributing and picking up materials during test administration.

Attend a variety of meetings and workshops as assigned.

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

Operate a variety of office equipment including a copier, scanner, computer and assigned software.

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.

Operation of a computer and assigned software.

Policies and objectives of assigned programs and activities.
Methods of collecting and organizing materials, data and information.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Data control procedures and data entry operations.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.
Arithmetic calculations.

ABILITY TO:

Perform a variety of technical, record-keeping and administrative duties in support of assessment testing functions.
Utilize a computer to input and extract data, and maintain and update various databases and records related to assigned activities.
Serve as a technical resource concerning assessment testing.
Research, compile and verify student and assessment data.
Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.
Prepare and maintain a variety of manual and automated records, reports and files.
Compose correspondence and written materials independently or from oral instructions.
Type or input data at an acceptable rate of speed.
Work independently with little direction.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Requires a high school diploma or GED diploma/certificate, and any combination of experience and training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in business administration or a related field, and three years of increasingly responsible experience in testing administration or coordination, staff development support activities and/or data analysis.

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.

Approved by Personnel Commission: 06/18/2008
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