

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSESSMENT TECHNICIAN (Range 22)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform responsible duties in the area of student assessment, generating, maintaining and summarizing data, records and files. Provide specialized information and assistance through communication with district personnel, testing and data service vendors, site staff and parents; perform a variety of technical duties.

REPRESENTATIVE DUTIES:

Perform a variety of technical duties in support of the District's assessment programs. Communicate with district personnel and provide information; prepare/design scan forms, process data, generate charts and graphs, assist with reports. **E**

Provide information and assistance to district personnel, site staff, and the public regarding a variety of assessment matters as well as testing dates and procedures. **E**

Generate and maintain data for state, district, national and international assessments, surveys and other evaluation instruments. **E**

Design, pre-code, print and scan assessment sheets using computer software. **E**

Order, receive and process district testing materials and assist in organizing and processing data. **E**

Maintain a variety of confidential assessment data, records, and reports and adhere to administration and security guidelines. **E**

Ability to perform multiple tasks and be responsible for multiple timelines. **E**

Assist in revising, modifying or developing testing procedures. **E**

Prepare requisitions for testing, evaluation, and department supplies.

Operate a variety of office equipment including personal computer. **E**

Use the District's student information system to update and maintain district databases and extract data files. **E**

Maintain/preserve various statistical records and reports related to state and district assessments. **E**

Train and provide work direction to clerical personnel as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Operation of computer equipment, scanner, and data entry techniques.

Office functions, practices, and procedures.

Basic research methods.

Knowledge of testing procedures.

Terminology used in a school district.

Interpersonal skills using tact, patience and courtesy.

Proficient in the use of computer software applications (Microsoft Word, Excel, Access, PowerPoint), including online systems utilized by the district and assessment professionals.

Use of software to design scanable documents and scanning programs.

ABILITY TO:

Perform responsible technical duties in the areas of assessment.

Type at an acceptable rate of speed.

Maintain accurate records.

Compare numbers and detect errors efficiently.

Operate a personal computer to enter data, maintain records and generate reports.

Make arithmetic and statistical computations with speed and accuracy.

Monitor and adjust scanning equipment.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Understand and work within scope of authority.

Complete work with many interruptions.

Maintain quality assurance for large computer databases.

Integrate data files between different software programs (Microsoft Excel, Access, and Word) using unique identification keys.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by knowledge of specific technology, computer programming classes, and three years of increasingly responsible experience in testing procedures.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

ENVIRONMENT:

Office environment

Driving own vehicle from school site to school site on occasion to deliver testing materials.

PHYSICAL ABILITIES

Seeing to set-up, program and maintain equipment.

Dexterity of hands and fingers to operate equipment.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting boxes (15-20 lbs.), reaching overhead, above shoulders and horizontally to store and retrieve materials and equipment.