

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assessment Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9697	WORK YEAR:	12 Months
DEPARTMENT:	Assessment, Research, and Evaluation	SALARY:	Range 46 Salary Schedule C
REPORTS TO:	Assigned Supervisor	CABINET APPROVAL:	10-23-14

BASIC FUNCTION:

Provide diverse support for Assessment, Research, and Evaluation assessment, accountability, and program evaluation functions. Perform a variety of routine, complex clerical and technical duties related to State and District assessment accountability, data collections, and reporting requirements. Utilize database programs to import/export data, and develop queries to aggregate and organize data for multiple purposes; assist with the interpretation of data; and produce and duplicate reports.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Assist with or execute activities related to the conduct of State and District assessment programs (CAASPP, CELDT, CAHSEE) and inventory assessment materials; print, package, distribute, track and monitor assessment materials; and scan, mail merging, and/or printing and distribution of related material. Maintain compliance and mandatory deadlines, according to state laws and regulations governing assessment programs. **E**

Assist in the preparation and administration of research and evaluation studies; utilize a variety of office software programs such as word processing, database, spreadsheet, and graphics programs to create data collection forms, compile and tabulate statistical data and reports, and instructions for surveys; track and monitor data collection efforts; perform data entry and preparation for analysis; edit tables, graphs, and reports; assist with preparation of reports and presentation materials; and understand and perform mathematical computations. **E**

Assist in the data collection and reporting for mandated federal, state, and grant-related requirements; maintain and verify accuracy of data (CALPADS, AYP, API, CRDC). **E**

Assist with the processing of assessment and surveying projects; prepare and organize materials for scanning, uploading, scoring, delivery, and retrieval; and review and complete forms for accuracy and completeness. **E**

Perform a variety of clerical duties related to assigned activities; scheduling, answer telephones, answer questions and provide accurate information concerning policies and procedures; and receive, sort, compile, prepare, distribute mail and packages. **E**

Assist personnel with assessment and student information portals to maintain and access student information; assist with or conduct the training of personnel on assessment protocols and procedures; utilize online assessment and student information system portals to import, export, and maintain accuracy of records; and generate reports, records, lists, and summaries from computer database. **E**

Prepare a variety of correspondence from rough draft, notes, and oral instructions; compile information and prepare and maintain a variety of records, logs, reports, and files related to mandated assessments, reporting and assigned duties; update manuals; and duplicate materials as requested. **E**

Develop and maintain a variety of logs, records, standardized processes, and files related to the assigned office; communicate with other agencies, sites, departments, or public to exchange information and resolve issues or concerns. **E**

Communicate with other District personnel, outside agencies, and the public to exchange information and resolve issues or concerns. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community within Assessment, Research, and Evaluation. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities related to work. **E**

Perform related duties and special projects as assigned. **E**

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by one year of experience involving assessment programs and two years of experience in the data collection and recording of statistical data and the completion of this information into relevant reports, graphs, and charts.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding	70 Correct WPM
Word	80% Overall Score
Excel	80% Overall Score

KNOWLEDGE AND ABILITIES:

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State Education Code and other State and Federal laws applicable to assessment and accountability.

Basic terminology, concepts, methods and procedures used in assessment, research and evaluation.

Basic mathematical calculations and descriptive statistics.

Basic inventory practices regarding monitoring and control.

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

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned duties.

District organization, operations, policies, and procedures.

Computers, related software, scanner, and standard office equipment.

Correct oral and written use of English, grammar, spelling, punctuation, vocabulary, and composition.

Interpersonal skills using tact, patience, and courtesy.
Proper lifting techniques.

ABILITIES:

Perform the basic function of the position, meeting mandated timelines, and adhering to mandated procedures.
Perform various technical tasks utilizing online assessment and student information portals and software programs.
Learn, interpret, apply, and explain policies and procedures applicable to operations of the office.
Processing of assessment materials and a variety of forms and applications.
Perform a variety of clerical duties related to assigned activities.
Answer telephones and greet the public courteously.
Maintain records and prepare reports; sort, edit and categorize.
Plan and organize work, coordinate multiple projects, and meet schedules and timelines.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of office equipment including a computer and assigned software.
Prepare a variety of correspondence from rough draft, notes, and oral instructions.
Understand and follow oral and written instructions.
Maintain consistent and punctual attendance.
Use proper lifting techniques.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office and occasional warehouse environment; drive a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate keyboard; hearing and speaking to exchange information in person and on the phone; sitting for extended periods of time; seeing to read a variety of materials; bending at the waist, kneeling, or crouching to file materials; and loading and unloading of assessment materials.