

## TRACY PUBLIC SCHOOLS JOB DESCRIPTION

**POSITION TITLE:** Assessment Specialist

**DEPARTMENT:** Educational Services

**POSITION SUMMARY:** Under the general direction of the Assistant Superintendent of Educational Services or designee performs a variety of tasks including: serves as the liaison between the department staff and user community; prepares, scores and reports on district-wide assessment; operates a multi-processing computer, maintains hardware and software necessary to the operation of the district's assessment programs; creates documentation and manages reports for staff in support of curriculum.

### **ESSENTIAL FUNCTIONS:**

1. Performs hardware and software support for computing system related to testing/scoring of the district's testing programs.
2. Establishes effective levels of communication with the user community for scheduling and carrying out tasks requested, such as scheduling/coordinating of staff meetings for the assessment of students.
3. Conducts classroom user training as needed including; the creation of presentation materials, laboratory exercises, data, transactions, output reports, and other materials.
4. Assists with quality control activities for user related information services: checks printed output, program modification; assists with the development of new applications and enhancements and subsequent implementation.
5. Operates and monitors computer systems and related equipment relating to the needs of the assessment program.
6. Monitors and maintains material and supply inventories; interfaces with vendors for the purpose of purchasing and evaluating new types of forms and applications.
7. Understands and implements various technical computer programs and provides services to all school sites within scheduled time frames.
8. Assists in providing all school sites with various reports and assists teachers, administrators, and parents with interpreting reports.
9. Meets with various committees and staff members to develop and explain testing procedures and reports.
10. Understands desired learning's, performance standards and benchmarks and assists in incorporating them into the testing system.
11. Orders and maintains an inventory of testing materials and supplies used in various testing programs. Schedules and maintains the district testing and scanning calendars for the school year.
12. Assists in training other employees with computer applications relating to the curriculum and in-house test scoring programs.
13. Duplicates materials on copier as needed.

14. Under the direction of the Assistant Superintendent or designee, prepares implements and monitors program budgets.
15. Attends state and county assessment meetings and relays information to site coordinators.
16. Supervises temporary staff as needed.
17. Assists in coordination of state and district testing.
18. Performs other duties as directed by the Assistant Superintendent of Educational Services or designee.

**EDUCATION:** High School Diploma or equivalent and two years post high school business office courses or equivalent experience.

**SKILLS AND QUALIFICATIONS:** The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described. The ability to type at a speed of not less than 40 words a minute from clear copy; knowledge of various complex computer programs, i.e. scanning programs, word processing programs, etc.; operate all aspects of Microsoft Office, i.e., Word, Power Point, Excel and Access; perform routine clerical work, including ability to spell correctly; make simple arithmetical calculations; learn to operate standard office equipment and to learn office rules, methods, and policies; follow oral and written directions; get along well with students, teachers, and fellow workers.

**SALARY:** Range 40

Adopted:

Elem Board: 3/12/96  
HS Board: 03/26/96

Revised:

TUSD: 01/11/00