

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Assessment & Accountability Assistant	Reports to:	Program Administrator/Supervisor
Job Category:	Assessment	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	16
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, perform a variety of reconciliation and audit duties to ensure accuracy and compliance of student information and data collection integrity; provide assistance to department staff with the assembly, scheduling, verification, and formatting of results from demographic information and assessment results; assist with the administration of State and local testing programs; document and communicate information, activities, and actions; and perform varied clerical duties to assist the Administrator and department.

ESSENTIAL FUNCTIONS:

- Generate and continually update lists of eligible students for English Learner or other assigned testing programs by accessing reports and individual student data in assigned systems; ensure accuracy of input data.
- Assist with the administration of various State and local testing programs and benchmarks; verify form completion and accuracy of submitted tests; score initial ELPAC forms when needed; print student score reports.
- Review and correct data for local and State testing programs and student information system in order to meet required deadlines.
- Assist with verifying and preparing test records for mailing to the State or for entry into pre-identification layouts and data warehouse programs.
- Perform general clerical functions for Director including copying, filing, and typing documents or spreadsheets; update and maintain assigned calendars; assist with preparing bulk mailings including printing, copying, and sending forms to school sites and letters to parents.
- Assist with generating and submitting purchase requisitions for department.
- Answer telephones and take and relay messages as appropriate; direct calls to appropriate personnel; respond to inquiries and provide information related to department activities.
- Maintain and update department webpages on District site.
- Maintain inventory of test material to ensure availability of materials and to provide an accounting of test materials to appropriate agencies; maintain inventories of supplies and materials for department including forms and office supplies.
- Communicate between departments, district staff, and outside organizations regarding department operations, activities, policies and procedures; contact assessment departments from outside districts to obtain student test scores.
- Maintain current knowledge of State parameters regarding the Local Control Accountability Plan (LCAP) to assist with the maintenance and completion of plan and meeting existing deadlines.
- Assist with coordination for State and local testing; stay current with training as a test examiner and coordinator; assist with training of test examiners, serve as primary contact for examiners, and maintain current lists of trained examiners to share with sites; assist with monitoring compliance

with test calibration completion; check submitted timecards for accuracy before submission for signature.

- Participate in meetings, workshops, conferences, seminars, and webinars related to department activities as assigned.
- Operate office equipment including but not limited to a computer, fax machine, and copier; operate various software applications to store and retrieve data.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Preparation, administration, scoring, and processing of testing documents.
- Computer data management, storage and retrieval.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Recordkeeping and filing techniques.
- Modern office practices, procedures, and equipment including word processing and spreadsheets.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Assist in the administration, preparation, distribution, collection and scoring of various State-mandated, organizational and special tests.
- Work independently with little direction.
- Learn, interpret, and apply laws, codes, rules, and regulations related to testing programs.
- Prepare and maintain records and reports.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing
- Operate a variety of job-related equipment including copier, fax machine, computer and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job-related experience with increasing levels of responsibility.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- Valid California Driver's license is desirable.

WORKING CONDITIONS:

Environment: Indoor/Office work environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Some lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- State Mandated Training
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.