

**PLEASANTON UNIFIED SCHOOL DISTRICT**

**Job Description**

<b>Title:</b>	Assessment and Accountability Specialist	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Job Category:</b>	Assessment	<b>Classification Unit:</b>	Classified
<b>Board Approved:</b>	8/26/2021	<b>Current Salary Grade:</b>	23
<b>Job Description Revised:</b>	11/18/2021	<b>FLSA STATUS:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of a Program Administrator/Supervisor, performs a variety of audits/reconciliation duties to ensure accuracy and compliance of student information and data collection integrity. Assist with administration of state and local testing programs including, but not limited to: SBAC, ELPAC, California Healthy Kids Survey, AP, SAT, any alternative or specialized tests for students in special education, and other state and local tests and benchmarks. Ensure security practices are maintained when implementing and monitoring assessment testing. Maintain confidentiality of sensitive information.

**ESSENTIAL FUNCTIONS:**

- Assist Assessment and Accountability Department staff with the assembly, scheduling, verification and formatting of results from demographic information as well as formative and summative assessment results.
- Coordinate, plan, schedule, process and administer district-wide TK-12 testing programs; assure compliance with applicable laws, codes, rules, and regulations. \
- Assist Assessment and Accountability Department with logistics and preparation for Local Control Accountability Plan and stakeholder input.
- Verify and prepare assessment results for import into pre-identification layouts and data warehouse programs
- Train staff in the use and implementation of state and local assessments.
- Communicate with other departments, district staff and outside organizations regarding department operations, activities, policies and procedures.
- Communicate with personnel, parents, students, and various outside agencies to exchange information, request and provide materials, coordinate activities, and resolve issues or concerns; respond to inquiries, facilitate communication among parties and provide direction to appropriate parties as needed
- Provide technical information and assistance related to program or operations and related laws, rules, regulations, policies, and procedures.
- Perform a variety of complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; prepare complex documents including correspondence, bulletins, newsletters, informational materials, agendas, minutes, and policy revisions in order to document events, and provide or request information; ensure accuracy and completeness of assigned documents.
  
- Schedule meetings and trainings, manage the assessment department website, manage contracts, and answer phones to assist staff with information related to assessment and accountability; as well as other clerical duties that relieve the administrator of clerical duties.
- Maintain files and/or records to ensure an up to date reference trail.
- Maintain inventory of test material to ensure the availability of materials
- Utilize assigned software; may need to assign staff for the purpose of assessments.

- Maintain inventories of office supplies and materials and ensure availability of assigned items.
- Assist in preparation of reports and other presentation materials; participate in presenting findings to a variety of groups including staff, parents, and administrators.
- Explain test scores to provide information and /or prepare departmental records and reports
- Perform record keeping and general clerical functions to communicate information to district staff and community.
- Review and correct data for local and state testing programs and student information system in order to meet required deadlines
- Process various documents and materials, such as purchase orders, work orders, and forms related to assigned department; review time sheets according to established procedures; disseminate information to appropriate parties for action as needed
- Understand state parameters regarding Local Control Accountability Plan to assist with maintenance and completion of plan and meeting existing deadlines.

**OTHER JOB-RELATED DUTIES:**

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

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Relevant computer programs and skills
- Current office practices and procedures
- Records management techniques.
- Operation of standard office equipment using pertinent software applications
- Basic job related equipment using standardized methods
- Working with diverse individuals and/or groups
- Tenets of confidentiality

Ability to:

- Perform mathematical operations
- Read technical information
- Perform a variety of complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.
- Plan and organize work to meet schedules and timelines
- Determine appropriate action within clearly defined guidelines
- Perform multiple technical tasks with a potential need to upgrade
- Prepare and maintain accurate records and reports
- Communicate effectively orally and in written form
- Compose a variety of documents independently including routine correspondence
- Schedule related activities
- Routinely gather, collate and/or classify data
- Adhere to direction
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Problem solve to identify issues and create action plans
- Communicate with diverse groups
- Adapt to changing priorities
- Meet deadlines and schedules
- Work with detailed and confidential information
- Present information to individuals and/or groups

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

Education: High School Diploma or equivalent

Experience: Job related experience is required

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

- N/A

**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:

- NA

**OTHER:**

Required Testing:

- Pre-employment Proficiency 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.*