



# LOMPEC UNIFIED SCHOOL DISTRICT

## STUDENT RECORDS AND TESTING TECHNICIAN

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### **JOB SUMMARY:**

Under the direction of the Assistant Superintendent of Educational Services, perform a variety of specialized and complex duties in support of the Student Services Department including the coordination of various mandated testing activities and the coordination all aspects of automated and manual student records; ensuring that schools follow established security procedures and policies regarding District and State required student assessments; implement and monitor of test security practices; provide records management and archive support; resolve problems and determining appropriate actions for resolution; conducting data searches and maintaining security of student records.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### *Student Records*

- Verify and/or research information contained in student records for completeness, accuracy and total credits earned are included on transcripts.
- Serve as custodian of records for Pre-K through Adult School students; maintain student cumulative folders of all active and inactive students.
- Confirm status of students' debts and collect monies owed/due to the school or District prior to releasing transcripts or any information contained in student records.
- Maintain student transcripts; respond to graduation credit questions and data input and correction for grades and credits when applicable; print student records and transcripts from microfilm, computer scans and student databases.
- Ensure alignment of student data to California Department of Education and District standards and requirements.
- Answer inquiries from students, parents, teachers, other schools, employers, outside agencies, and the public on district requirements, grading systems, and eligibility of credits.
- Collect required fees for transcripts requests, including cash, checks and money orders; verify with school staff regarding payment of fines and fees; notify students and withhold records until debt is cleared.
- Respond to subpoenas, legal documents for social security, housing authority and other agencies; respond to legal offices such the District Attorney, Public Defender, private attorneys, private investigators, probation department, corrections department, and county and state education departments; complete government forms, background check applications and other paperwork.

#### *Student Testing*

- Perform technical support duties in the coordination of various testing activities including ordering or preparing appropriate testing materials, scheduling tests, labeling and securing testing materials, notifying site coordinators of students to be tested, distributing materials to sites, overseeing testing activities at various sites and ensuring compliance with established timelines.
- Ensure testing regulations, protocols and security are in compliance with mandated regulations.

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Prepare and distribute information on District testing procedures, state student testing requirements, and quality control procedures.

- Oversee test distribution, inventory, ordering and test control procedures; train and oversee Test Site Coordinators to ensure proper rules and regulations are followed.
- Prepare and distribute information on District student testing procedures, state student testing requirements, and quality control procedures; train and support District personnel regarding CAASPP testing, ELA, CAA and CST.
- Prepare test data for processing by outside testing contractors.
- Develop, document and implement procedures for processing test booklets, tests and capturing student demographic information.

**OTHER DUTIES:**

- Prepare correspondence, forms, requisitions, and other materials such as testing forms, permanent record cards, cum files, requests for transcripts, Cal Grant GPA verifications, Social Security forms, immunization documents, enrollment history, military forms, IRS, and immigration letters.
- Assist in the preparation, presentation and training of student records and student testing administration.
- Attend meetings and conferences as directed.
- Operate a variety of office equipment including assigned software and database.
- Perform other related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the skills, knowledge, and abilities listed above. Typically, this would be gained through graduation from high school and three years increasing responsible secretarial experience maintaining detailed records and communicating with the public.

Knowledge of:

- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Operation of a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic mathematical concepts, including calculations using fractions, percent, and/or ratios.
- Applicable codes, policies, regulations and/or laws;

Ability to:

- Perform a variety of clerical duties in support of student assessment and other State-mandated testing programs.

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- Receive, distribute, collect and process testing materials.
- Prepare and maintain related manual and automated records and reports.
- Learn, interpret, apply and explain testing policies, procedures, rules and regulations.
- Learn descriptive statistical terminology, principles and methods.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.
- Write documents following prescribed formats, and/or present information to others; and understand complex multi-step written and oral instructions.
- Meet schedules and timelines.
- Schedule activities and/or meetings.
- Understand and follow oral and written instructions.
- Type or input data at an acceptable rate of speed.
- Make mathematical computations.
- Dealing with frequent interruptions; setting priorities.
- Use sound independent judgement within policy and procedural guidelines.
- Enter and access information within standard computer formats with sufficient speed and accuracy to perform the work.
- Maintain accurate records and files.
- Prepare effective reports and correspondence; establish and maintain cooperative working relationships.
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**WORKING CONDITIONS:**

Work Environment:

- Office 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA Status:** Non-Exempt

**Board Approval Date:** February 14, 2023

**Personnel Commission First Reading:** October 20, 2022

**Personnel Commission Approval Date:** November 17, 2022

**Salary Range:** 37