

CURRICULUM & ASSESSMENT TECHNICIAN

DEFINITION

Under direction, perform technical and responsible functions and activities pertaining to State Testing and Accountability projects, and curriculum projects; perform responsible and specialized secretarial and clerical tasks; responsible for a specialized unit of activity which may include directing clerical personnel and/or coordinating and organizing the functions and activities of other personnel; and do other related work as required.

ESSENTIAL FUNCTIONS

Perform specialized and technical clerical work related to the Educational Services functions involving at least assessment, accountability programs, and curriculum management; organize and lead clerical personnel; compile a variety of narrative and statistical reports, investigate, search and locate sources of information; devise forms to compile and abstract data, and determine report formatting; answer questions regarding curriculum, professional development, and assessment and testing timelines; give explanations of laws, policies or procedures; perform complex and technical clerical functions using independent judgment, referring only unusual matters to supervisors; type from rough drafts and notes; initiate and receive a variety of telephone and personal contacts from District employees and the public concerning the technical components of assessment, curriculum, and professional development; monitor the progress of various Educational Services projects shifting responsibilities between clerical staff, including curriculum typing, professional development support, testing timelines, and accountability programs; assist in the orientation and training of personnel; may serve as a representative at assessment and curriculum information meetings and prepare meeting summaries for supervisor's review; perform a variety of secretarial and clerical functions, including typing, filing, answering the telephone, assisting office visitors, and other similar tasks; other related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, procedures, techniques, and practices pertaining to curriculum, professional development, accountability, and assessment services;

Legal mandates, policies, regulations, and guidelines concerning accountability, assessment, and curriculum;

Computers and various computer programs;

Assessment, curriculum, and staff development management, storage, and retrieval systems;

Utilization and adaptation of computer software packages for a variety of applications;

Standard office practices, procedures, and techniques;

Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;

Basic techniques and strategies of planning and organization;

Effective reception and/or telephone techniques, correspondence and report writing and proofreading;

Standard office machines and equipment, including transcription and word processing equipment;

Use of internet for research purposes.

Ability to:

Independently prepare clear, concise, and comprehensive reports pertaining to specialized subject matter;

Learn and apply specific laws, rules, regulations, and policies affecting school testing and accountability;

Establish and maintain effective recordkeeping system;

Ability to (continued):

Effectively and efficiently perform complex and responsible tasks pertaining to professional development, assessment, and curriculum development processes;
Establish and maintain an effective working relationship with those contacted in the course of work;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy; operate calculator/numeric keyboard efficiently; proficient operation and knowledge of computer system; proficient execution of word processing, spreadsheet, and database applications.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in business office organization and planning, education, testing and accountability, curriculum, or related areas. Experience may be substituted for formal training or coursework.

Experience:

Two years of responsible or specialized clerical experience, preferably in a public school organization, including some experience in organizing and coordinating specialized clerical functions.

LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I