

## **Research Assistant II – Testing and Assessment**

### **DEFINITION:**

The Research Assistant II is responsible for coordinating testing by purchasing test materials, scheduling testing (State and local), training staff; providing reports of test scores and testing statistics; interpreting and implementing testing policies and State and Federal laws that apply to testing. In addition, providing administrative support to and reporting directly to the Coordinator of Testing and Assessment. Specifications are intended to present a descriptive list of the range of duties performed by employees in this position. Specifications are not intended to reflect all duties performed within the job.

### **DISTINGUISHING CHARACTERISTICS:**

This position is characterized by a high degree of independent action relating to the technical aspects of the assigned department. This position requires a broad knowledge of the procedures, laws, and technical requirements related to the department function and the ability to provide a high level of clerical and technical assistance.

### **QUALIFICATIONS:**

Experience: Any combination of education, training or experience in assessment planning, data processing, data entry and statistics. Prior experience in a school district is desired.

Education: Equivalent to completion of four years of college. (Responsible facilities support position may be substituted for required education on a year-for-year basis.)

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

- Coordinates State and local tests
- Orders test materials, instructs test coordinators, uploads scores and completes tests reports for each site
- Compiles data and posts tests scores into illuminate and forward test scores to the State, as needed
- Ensures assessment procedures are followed and are in alignment with board policy
- Complies and maintain student performance data, creates and distributes reports for district and school sites.
- Reviews and verifies data to assure data accuracy
- Schedules testing, instructs testing coordinators on test administration and scoring, ensure materials and supplies are available at testing site
- Trains staff on assessment procedures
- Prepares statistical reports related to testing program, including numbers of students, number of tests given and types of tests
- Maintains inventory of tests, testing supplies
- Updates and maintains various databases
- Performs general office duties including receiving mail, answering the telephone and assisting callers, and filing
- Performs other duties as assigned and support the overall objective of the position

### **KNOWLEDGE:**

- Applicable laws, codes, regulations, standards, policies and procedures
- State and district testing procedures, practices and protocols is desired
- Various student information system and supporting programs
- Research and evaluation, data collection, statistical analysis, and data reporting methods.
- District policies, procedures related to program evaluation
- Word processing, spreadsheet, desktop publishing and database management software
- General office practices, procedures and equipment, including filing systems, telephone techniques and letter and report writing
- Activities associated with statistical record keeping
- Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills
- Must be skilled in using various standard office machines, including computers and word processing and spreadsheet applications

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### **ABILITIES AND SKILLS:**

- Plan, prioritize, and organize work to meet deadlines, schedules and timelines
- Operate a computer and related software
- Perform data entry, data analysis, typing, proofreading and word processing tasks
- Organize, compile, and analyze data; accurately produce and interpret findings; and create narrative and graphic explanations of that data
- Communicate clearly and concisely, both orally and in writing
- Plan and coordinate multiple testing programs across multiple school sites
- Maintain confidentiality of sensitive information, following district policies and state law
- Interact positively, flexibly and patiently while having to multi-task with co-workers, supervisors, community and vendors to maintain cooperative and effective working relationships
- Train others and provide help desk support
- Handle a multitude of responsibilities with minimal supervision
- Read and interpret documents such as operating and maintenance instructions, and procedure manuals
- Define problems, collect data, establish facts and draw valid conclusions
- Carry out detailed written, oral and technical instructions
- Learn new skills to keep current with technology changes
- Meet schedules and timelines
- Analyze situations accurately and adopt an effective course of action
- Prioritize and schedule work
- Review and verify input and output data to assure accuracy and efficiency

### **PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate  
Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public