

JOB DESCRIPTION
San Diego County Office of Education

ASSESSMENT SYSTEMS ANALYST

Purpose Statement:

Under general supervision, the Assessment Systems Analyst performs a variety of specialized clerical, technical, and analytical duties related to the implementation and management of state mandated student assessment programs and related computer software for the Juvenile Court and Community Schools and assigned special education programs; designs, prepares, and presents research, reports, and recommendations; and serves as an analytical and technical resource to others regarding student assessment activities and software.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impacts.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Plans, schedules, and facilitates administration of the state mandated student assessment testing for the Juvenile Court and Community Schools (JCCS) program, including acquisition of testing materials and coordination with school sites.
- Coordinates student assessment testing activities for assigned special education programs.
- Administers examinations to referred students in such areas as achieved academic level, math, reading, writing, and other achievement and aptitude assessments as assigned; conducts follow up activities with referred students as appropriate.
- Audits and prepares assessment data for import into pre-identification layouts and assigned data warehouse programs; reviews reports, records and other data for accuracy, consistency, and completeness.
- Creates and provides student information data sets to local, state, and federal agencies or other stakeholders for compliance with all reporting and program requirements.
- Translates complex student information data sets into user-friendly and actionable data reports and tools; translate data visually into tables, charts, graphs to produce user-friendly reports and assist stakeholders.
- Design and implement professional development and provide ongoing training and technical assistance to teachers, principals, and others on use of the assessment

management platform and reporting tools, including assessment programs, utilization of computer software applications, test administration protocols, and record keeping.

- Provides data to support the development and writing of grant applications.
- Responds to inquiries from staff regarding assigned operational and data systems where judgment and interpretation of policies, procedures or regulations are required.
- Maintains appropriate records for documentation and completion of required program and state reports.
- Performs a variety of difficult and specialized record keeping and reporting activities, such as, uploading State Department of Education assessment data into SIS, preparing graphs, diagrams, and charts for statistical analysis.
- Attends meetings and makes presentations at workshops and training sessions as required.
- Attends local, regional, and state trainings, conferences, and in-services related to student assessment, evaluation, and testing.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Current knowledge of state and federal sources of educational data, including but not limited to CALPADS and CALTIDES;

Current legislation related to student assessment, including state templates and required metrics. Organizational assessment requirements.

Laws, rules, and regulations related to assigned activities.

Maintains confidentiality of records and information including information of a sensitive nature.

Basic descriptive statistics.

Basic research methods.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Oral and written communication skills.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Maintain confidentiality of records and information including information of a sensitive nature;

Analyze and manipulate large amounts of data using spreadsheet programs or assigned tools;

Assemble, organize, and prepare data for records and reports;

Interpret, apply, and explain rules, regulations, policies, and procedures;

Gather, collate, and classify data routinely;

Identify issues and create action plans;

Present information to individuals and/or groups;

Prepare and maintain records and reports;

Compose routine correspondence and written materials independently;
Plan and organize multiple projects to meet schedules and timelines;
Determine appropriate action within clearly defined guidelines;
Operate a variety of job-related equipment including a computer and assigned software;
Perform basic math, including calculations using fractions, percentages, and ratios.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Two (2) years college coursework in information systems, data management, or closely related field, and

Experience: Three (3) years' experience working directly with student information and assessment systems, preferably in a K-12 educational setting. Experience must include data collection and analysis with large data sets, and moderate proficiency with spreadsheet programs.

Equivalency: A combination of education and/or experience equivalent to

Required Testing
N/A

Certificates, Licenses, Credentials
Valid California Driver's License

Continuing Educ./Training
N/A

Clearances
Criminal Justice Fingerprint/Background
Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 058

Personnel Commission Approved: July 1, 2024