

**CLASS TITLE: ASSESSMENT AND STUDENT DATA SYSTEMS TECHNICIAN**

**BASIC FUNCTION:** Under the direction of a District Administrator in the Educational Services department, perform a wide variety of tasks related to assessment, data management and reporting.

**ESSENTIAL DUTIES:**

- Compile information and prepare and maintain a wide variety of complex data, records and reports according to established procedures and timelines; process a variety of forms and applications pertinent to the assignment.
- Assist with or execute activities related to the conduct of state and district assessment programs (CAASPP, ELPAC) and inventory assessment materials; print, package, distribute, track and monitor assessment materials; scan, mail merge and/or print and distribute related material.
- Facilitate the transfer of data to the state and state contractors for mandated assessments.
- Maintain compliance and mandatory deadlines according to state laws and regulation governing assessment programs.
- Maintain data accuracy and meet data requirements and submission deadlines per local, state, and federal notification, reporting and tracking requirements.
- Collaborate with other District departments to determine student information needs, import and export data and assist in the development of reports.
- Develop formats and procedures for creating fields as well as retrieving various types of data through the use of queries.
- Check reports, records and other data for accuracy, completeness and compliance with established standards. Locate errors in student data and facilitate site or department efforts to correct errors
- Understand the specific aspects of SIS to support the assessment department with student information.
- Produce school and District reports using Access, Excel, SIS, SPSA, CALPADS, TOMS and District data management software.
- Perform data translations and formatting. Import and export data to and from the student information system and related third party systems.
- Input data from school sites and other data as needed.

- Communicate with other district personnel, outside agencies and the public to exchange information and resolve issues or concerns.
- Keep current on student information software and other related technology.
- Type letters, reports, memoranda, records, forms and other materials from rough drafts or oral instructions, including materials of a confidential nature.
- Order and maintain various forms, supplies and equipment as necessary; maintain a variety of complex files; assure confidentiality of information and records.
- Attend training sessions to expand skills necessary to perform job.
- Communicate effectively with district and school site personnel responding to staff needs.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Software applications utilized by the District.
- Record keeping techniques.
- Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- Basic instructional methods.

**ABILITY TO:**

- Perform the basic functions of the position, meeting mandated timelines and adhering to mandated procedures.
- Perform various technical tasks utilizing online assessment and student information portals and software programs.
- Provide technical assistance and training to District staff.
- Maintain current knowledge of data reporting student requirements and systems.
- Communicate effectively both verbally and in writing.
- Exhibit positive interpersonal skills that result in excellent customer service and positive working relationships with others.
- Prioritize and organize work.
- Maintain records and prepare reports.
- Input data at an acceptable rate of speed.
- Maintain a high level of accuracy and responsibility.
- Operate a variety of office equipment including computer and assigned software.
- Utilize a computer and peripheral equipment to record information and generate lists, reports and other materials; use word processing, spreadsheets, databases and other software as required.

**EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: graduation from high school supplemented by additional training in data processing and analysis.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- District Office environment.
- Driving a vehicle to conduct work at school sites.
- Constant interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Visual acuity to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally.
- Ability to lift, carry, push up to 25 pounds.

**TERMS OF**

**EMPLOYMENT:** Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association.