

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: ASSESSMENT TECHNICIAN II (Range 25)

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, perform responsible duties in the area of student assessment systems, generating and summarizing data reports, maintaining accurate database information, and creating data visualizations for clean and accurate reporting. Provide specialized information and assistance through communication with district personnel, testing and data service vendors, and site staff; perform a variety of technical duties that include collaboration with software engineers to ensure automated file transfers are accurate.

#### REPRESENTATIVE DUTIES:

Analyze data to determine the best visualizations to use in the messaging and cascading of information to various educational partners. *E*

Create data visualizations that highlight patterns and trends to create data reports that help lead collaborative data discussions.

Assist the department in the preparation of local and State data files and reports related to State/District assessment programs and monitor the completion of State/District assessments. *E*

Prepare and maintain records and reports related to student test results for submission to local, State, and federal agencies; ensure accuracy and completeness of records and reports. *E*

Prepare and maintain a variety of mandated records, reports, and files related to District and school site assessment test and survey results; extract, download, upload, and maintain a variety of automated data related to assignment. *E*

Assist with the organization and facilitation of State/District assessment programs to deliver assessment services in compliance with established guidelines. *E*

Assist with monitoring and maintaining test security procedures (e.g. log-ins, user names, passwords, and password resets) for State and District Assessment systems to ensure assessment services comply with established guidelines. *E*

Maintain a variety of confidential and non-confidential manual and electronic files and records (e.g., assessments, student data imports, and teacher/administrator accounts in various contracted academic websites and databases) for providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements. *E*

Review student records to maintain and make corrections to data in files and assessment systems. *E*

Respond to inquiries to provide information, assistance, and/or direction regarding the State/District assessment programs. *E*

Assist with training and guiding testing personnel, test administrators, and school site coordinators in support of State/District assessments. *E*

Provide technical assistance to District and site administration/staff in the area of assessments. *E*

Attend and participate in assigned meetings, conferences, and workshops. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Data visualization software

File Transfer Protocols (FTPs and SFTP)

Modern office practices, procedures, and equipment

Operation of computer equipment, scanners, and data entry techniques

Office functions, practices, and procedures

Basic research methods

Knowledge of testing procedures

Terminology used in a school district

Interpersonal skills using tact, patience, and courtesy

Proficient in the use of computer software applications (e.g. Google Suite, Microsoft Excel, etc.), including online systems utilized by the District and assessment professionals

Use of software to design scannable documents and scanning programs

**ABILITY TO:**

Perform responsible technical duties in the areas of assessment

Type at an acceptable rate of speed

Maintain accurate records

Compare numbers and detect errors efficiently

Operate a personal computer to enter data, maintain records, and generate reports

Make arithmetic and statistical computations with speed and accuracy

Monitor and adjust scanning equipment

Establish and maintain cooperative and effective working relationships with others

Work independently with little direction

Understand and work within the scope of authority

Complete work with many interruptions

Maintain quality assurance for large computer databases

Integrate data files between different software programs (e.g. Google Suite, Microsoft Excel, etc.), using unique identification keys

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school supplemented by knowledge of specific technology, computer programming classes, and five years of increasingly responsible experience in testing procedures and producing data analysis reports using data visualization software.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**ENVIRONMENT:**

Office environment

Driving own vehicle from school site to school site on occasion to deliver testing and training materials.

**PHYSICAL ABILITIES:**

Seeing to set up, program, and maintain equipment

Dexterity of hands, wrists and fingers to operate equipment

Hearing and speaking to exchange information

Sitting or standing for extended periods of time

Lifting boxes (15-20 lbs.), reaching overhead, above shoulders and horizontally to store and retrieve materials and equipment