

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Evaluation, Assessment & Research Technician

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Education and Experience:

Any combination equivalent to graduation from high school supplemented by college level coursework. Three years of work experience with computerized applications utilizing multiple software programs.

Certificate/License Requirement:

Valid California Driver's License.

Condition of Employment:

Insurability by the District liability insurance carrier.

### **SUMMARY**

Under the supervision, as assigned by the Assistant Superintendent of Instruction, performs a variety of responsible technical duties related to the District's assessment and evaluation activities. Oversees and performs test distribution, scoring, inventory and test control procedures in the maintenance of a secure testing program; orders and delivers established test output; provides in-services related to test processing.

### **SPECIFIC RESPONSIBILITIES**

1. Responsible for administration of SASI (Schools Administrative student Information) Program including but not limited to Custom Screen(s); integration with CTB McGraw Hill.
2. Develop computerized custom reports.
3. Maintain inventory and security of test materials such as standardized achievement tests, proficiency tests, other district level tests, and student response documents.
4. Insure that test documents are accurately scanned and scored in preparation for reporting.
5. Prepare and distribute routine test reports to schools and appropriate administration.
6. Provide inservice to school personnel on proper test administration procedures.
7. Operate various data processing equipment.
8. Facilitate procedures such as the pre-identification of answer documents and the preparation of other documents to expedite data gathering.
9. Prepare test results for submission to appropriate agencies in prescribed formats.
10. Provide oversight for the gathering of student data for various reports such as CBEDS, Language Census (R-30), etc.
11. Establish and maintain a district-wide student database.
12. Assist with site networks.
13. Perform other related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and the ability to work cooperatively with others.

Knowledge of:

- SASI and multiple EDP programs.
- Research, assessment and evaluation terms, principles and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation and use of desktop computer, printer, and statistical programs.
- Oral and written communications skills.

Ability to:

- Demonstrate advanced computer skills.
- Follow state and federal rules and regulations related to department programs.
- Oversee and perform test distribution, coring, inventory and test control procedures in the maintenance of a secure testing program.
- Maintain adequate stock of testing materials.
- Provide in-services related to test processing.
- Work cooperatively with others.
- Meet schedules and time lines.
- Plan and organize work.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.

### **PHYSICAL ABILITIES**

Office environment; constant interruptions; driving a vehicle to conduct work.

Climbing step ladders to retrieve materials; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; lifting heavy objects; carrying, pushing or pulling boxes and equipment; bending at the waist, kneeling or crouching to retrieve or store materials.

JOBDES38

Approved:

3/28/00

Tentative Salary Range 34