

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Curriculum Assessment Technician

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Experience in dealing with needs and problems of clients in an educational/social work setting.

Education:

Any combination equivalent to graduation from high school supplemented by college level coursework. Ability to pass the Instructional Aide proficiency test.

SUMMARY

Under supervision, as assigned by the Adult School Principal, maintains the curriculum and resource materials needed for the adult programs, alternative high school programs, and K-8 independent study programs. Maintains the Curriculum Center for Adult/Alternative students and the services associated with the circulation of materials.

SPECIFIC RESPONSIBILITIES

1. Order appropriate materials for all programs. This involves maintenance of catalogs. Agency requirements, staff needs and applicable state frameworks.
2. Maintain curriculum guide for each program.
3. Process new materials for circulation to various programs, students and teachers.
4. Create and maintain databases for circulation purposes.
5. Maintain curriculum-testing inventory.
6. Staff the student-testing center.
7. Prepare test keys for all teachers.
8. Create and maintain student book deposit records.
9. Generate book billings for lost books for current students.
10. Examine and repair materials as needed.
11. Supervise volunteers and interns.
12. Assist students with instructional materials.
13. Assume responsibility for: Routine testing of ABE (Adult Basic Education)/321 sampling, TABE (Test of Adult Basic Education) and CASAS (Comprehensive Adult/Student Assessment System); Preparation of tests scanning, compilations, reports and mailing of results; Exit determination, scheduling, grade and processing; MSP (Must Show Progress) determination, preparation, compilation and mailing; GED preparation, compilation, scanning, reporting and mailing; TOPS (Tracking/Outcomes for Programs & Students) database.
14. Perform other related duties as assigned.

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Approved: 05/28/96

Tentative Salary Range 17

03/23/00

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:

- TABE and CASAS Assessment;
- K-12 standard curriculum;
- Adult Basic Education, GED curriculum.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Modern office methods, including EDP database programs.
- Appropriate human relations. Inter-agency requirements.

Ability to:

- Demonstrate a patient, receptive and empathetic attitude toward students and staff;
- understand and carry out oral and written instructions;
- prepare and deliver oral and written instructions;
- read and understand California State Framework, agency guidelines and specifications;
- attend agency conferences and seminars;
- learn new requirements and to bring back and present new information to other staff

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