

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Research, Evaluation & Assessment
Technician

Classification: MSC

Reports to: Supervisor of Research, Evaluation
& Assessment

Range: Classified Confidential Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and four years work experience including two years working with testing materials.

Possess computer skills such as word processing, data management, familiarity with optical scanner with proficiency in Microsoft Word and Excel, and use of the Internet.

Possess ability to learn new software programs as required.

Knowledge of Cardiff

Valid California Drivers License

SUMMARY

Facilitate the development, design, and implementation of district assessments. Assist with data analysis and provide site support. Provide assistance as needed with State assessments and instructional technology components.

SPECIFIC RESPONSIBILITIES

1. Assist with development and design of benchmark assessments.
2. Facilitate the distribution, inventory, and collection of State and District assessments as needed.
3. Implement staff development for use of student data to drive instruction.
4. Assist Supervisor with coordination of State and District assessments.
5. Understand relationship between state content standards and assessment.
6. Assist with processing of assessment data reports as needed.
7. Assist sites in development and analysis of common assessments.
8. Attend additional training, conferences, and workshops as needed.
9. Assist Supervisor with various instructional technology related components.
10. Oversee test distribution, scoring, inventory and test control procedures in the maintenance of a secure testing program.
11. Order district tests and related testing materials; assure adequate supply of district testing materials for test administration at school sites according to established procedures.
12. Develop schedules for pick up and delivery of testing materials from school sites; drive to appropriate locations to deliver materials.
13. Provide in-services relating to test processing, Data Director and Intel Assess training and support.
14. Sort test booklets according to established procedures; screen tests for completeness; scan tests; maintain related records.
15. Respond to questions regarding testing practices and procedures, extra test materials, or related issues or concerns.
16. Operate various office equipment to perform assigned duties.
17. Communicate with administrators, school staff, vendors and others regarding clarification of testing procedures, test items and test scores.
18. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

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

KNOWLEDGE OF:

- District testing procedures, practices and proper security of test materials.
- Operation of a computer terminal, optical mark readers and office equipment.
- Technical aspects of field of specialty.
- Public speaking techniques.

ABILITY TO:

- Oversee and perform test distribution, scoring, inventory and test control procedures in the maintenance of a secure testing program.
- Maintain adequate stock of testing materials.
- Provide in-services relating to test processing.
- Work cooperatively with others.
- Prepare and deliver in-services.
- Motivate and train personnel, starting at their current knowledge level in a patient and friendly manner
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.

PHYSICAL ABILITIES

Office environment; driving a vehicle to conduct work; Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials. Climbing step ladders to retrieve materials; Lifting and moving boxes (approximately 25-35 lbs).

HAZARDS:

Extended viewing of computer monitor.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.