

JOB DESCRIPTION
Grossmont Union High School District

ASSESSMENT TECHNICIAN

Purpose Statement:

The job of Assessment Technician is done for the purpose/s of supporting the organization of the district wide assessment and evaluation process; preparing testing materials; organizing data and preparing a variety of reports.

This job reports to Assigned Administrator

Essential Functions

- Collaborates with department staff for the purpose of developing Districtwide strategies for implementing state and local assessment and evaluation programs including scheduling, administration, data collection, processing, and reporting timelines.
- Communicates with a variety of internal and external individuals (e.g. California Department of Education, San Diego Office of Education, teachers, administrators, co-workers, etc.) for the purpose of providing and/or acquiring accurate and up-to-date information concerning testing legislation, changes to state policy, district regulations, procedures and related legal requirements.
- Compiles information from a variety of sources (e.g. testing legislation, state policy, etc.) for the purpose of providing information and/or preparing departmental records and reports.
- Coordinates assessment and evaluation process within the district (e.g. scheduling, preparing answer sheets; distributing test materials, etc.) for the purpose of complying with district, state and federal testing requirements.
- Enters data into computerized systems for the purpose of verifying accuracy, preparing data for statistical analysis, analyzing and incorporating information into written reports.
- Instructs other staff in test administration (group or individual) for the purpose of ensuring proper testing protocols.
- Maintains a variety of department databases for the purpose of ensuring availability of testing information for review and analysis.
- Maintains inventory of tests, scoring sheets, etc. for the purpose of ensuring availability of materials.
- Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. counting test forms, pre-slugging answer sheets, etc.) for the purpose of disseminating information as appropriate.
- Researches a wide variety of topics (e.g. studies, evaluations, data collection instruments, etc.) for the purpose of developing survey protocols and providing reliable data for testing evaluation.
- Responds to inquiries from various internal and external parties for the purpose of providing information, facilitating communication among departments and/or providing direction as may be required.
- Serves as liaison with the California Department of education and the San Diego County Office of Education for the purpose of facilitating communication and cooperation between agencies.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: keyboarding; standard office software.

ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; maintaining confidentiality; meeting deadlines and schedules; setting priorities; establishing and maintaining working relationships; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Bachelors degree in job related area.

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

None Specified

FLSA Status

Non Exempt

Approval Date

Salary Grade

Unit II 50