

DUBLIN UNIFIED SCHOOL DISTRICT

ASSESSMENT TECHNICIAN

GENERAL DESCRIPTION

Under general supervision of the Director of Educational Services, perform a wide variety of more-than-average difficulty clerical/secretarial duties in support of the district's testing and evaluation program to facilitate the collection, management, manipulation, analysis, and distribution of educational data used for decision making and in the daily operation of schools and departments; organize and coordinate materials and procedures related to the district's testing programs; operate the automated student accounting system and various data analysis software programs; perform all other related duties as assigned.

EXAMPLE OF DUTIES

Operate computer terminal using a variety of software applications, especially word processing, spreadsheets, and data analysis programs. Work closely with information technology staff to maximize effective use of available technology, equipment, and information; keep required assessment information on students updated. Order, receive, prepare, and distribute assessment materials and information; develop procedures to expedite transmittal of information and facilitate implementation of testing policies and programs; accurately compile data and transmit required forms. Assist Director of Educational Services in developing comprehensive reports for a variety of audiences and stakeholders, coordinating and planning assessment staff development efforts. Serve as a technical resource for district and school assessment projects, research, and grant applications. May administer minor first aid.

MINIMUM REQUIREMENTS

Knowledge of:

- Automated student accounting system and associated hardware and software.
- Office methods, practices, and procedures.
- Business English including vocabulary, correct grammatical usage, and punctuation.
- Operating a personal computer or terminal.

Ability to:

- Read, write, and communicate in English.
- Communicate effectively both orally and in writing with district employees and the general public
- Perform clerical work with speed and accuracy.
- Learn about computers and software operations and practices.
- Use data analysis software programs; use spreadsheet programs and applications
- Type 45 words per minute from clear copy.
- Multi-task; complete work with many interruptions
- Establish and maintain cooperative and effective working relationships with office and school personnel and others contacted in the course of work
- Work independently with little direction; analyze situations and take appropriate action; work confidently and with discretion, maintaining the confidentiality and security of sensitive information.
- Provide proof of freedom from tuberculosis.

TRAINING AND EXPERIENCE

Two years of responsible office work involving the use of personal computers. Successful experience working with educational testing, data collection and management; data analysis.

SALARY PLACEMENT

Range 16

10/01