



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>DATA &amp; ASSESSMENT TECHNICIAN</u></b>			
<b>DEPARTMENT/SITE:</b>	District Department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	34 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Assigned supervisor	<b>FLSA:</b>	Non-Exempt

#### **BASIC FUNCTION:**

Perform a variety of technical duties involved in the collection, input, processing, record-keeping and reporting of Student Accountability Report Card (SARC), California Longitudinal Pupil Achievement Data System (CALPADS), Special Education Information System (SEIS), assessments, surveys, and related student data and information; prepare, process, organize, assemble and coordinate the distribution and collection of testing materials; utilize an assigned computer system to input and extract data, maintain automated records and generate reports. The incumbents in this classification assist in supporting students by ensuring accurate and efficient management of student data and assessment materials, which directly supports student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform a variety of technical duties involved in the collection, input, processing, record-keeping, verifying and ensuring accuracy and integrity of data and reports, and reporting of SARC, California Longitudinal Pupil Achievement Data System (CALPADS), Special Education Information System (SEIS), assessments, surveys, and related student data and information.; thereafter compile, prepare and distribute to individual District schools.

Prepare and arrange testing materials and kits for distribution to testing sites; compile, assemble, package, label and set up testing materials; disseminate test packets and materials to appropriate sites and classrooms; ensure proper security of test materials and compliance with established guidelines.

Input and update SARC, CALPADS, SEIS, assessment tests, and other data in an assigned computer system; establish and maintain related automated records and files; create queries, develop spreadsheets, and produce a variety of computerized reports; review input and output data to ensure accuracy and completeness.

Research, collect, compile, and verify a variety of SARC, CALPADS, SEIS, student, and assessment data and information; prepare, process, and evaluate a variety of forms, applications, and documents; duplicate, assemble, distribute, collect, verify, and ensure accuracy and completeness of various documents.

Collect testing materials after completion of assessment tests; verify proper return and quantity of testing

materials; ensure compliance with packing instructions; prepare, package, label, and distribute completed tests for processing.

Monitor and maintain inventory of testing kits and materials; order, receive, stock, and maintain adequate inventory levels of materials; prepare and submit orders and related information; inspect testing shipments for accuracy; identify shortages and arrange for additional materials as needed.

Prepare and maintain a variety of manual and automated records, reports, and files related to SARC, CALPADS, SEIS, students, assessments, results, and assigned activities; disseminate SARC, CALPADS, SEIS, reports to schools and others; prepare reports for submittal to governmental agencies as directed.

Prepare, develop, format, and update a variety of materials for assessments; arrange for the duplication and distribution of testing materials; prepare and distribute bulk mailings concerning assessment tests; prepare and generate materials and envelopes for mailing and distribution.

Compare, review, and evaluate SARC, CALPADS, SEIS, assessments, student and other data and materials; identify errors and discrepancies; make corrections, additions, and modifications as needed.

Compute statistical information for various reports as necessary; resolve data discrepancies.

Serve as a technical resource and provide technical support to District personnel and others concerning assessments, SARC, CALPADS, SEIS, and assigned functions; respond to inquiries and provide technical information concerning related assessments, surveys, data, standards, requirements, timelines, practices, processes, policies, and procedures.

Coordinate and arrange for the reporting of designated assessments with State agencies; prepare and update related contracts, work orders, and agenda items; prepare, submit, and ensure proper dissemination of files and related information for designated assessments.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns; contact others to request and verify data and materials as needed.

Operate a variety of modern office equipment including a computer and assigned software.

Prepare, distribute, and respond to a variety of correspondence; review, revise, edit, format, and proofread a variety of documents, reports, and information.

Assist with organizing, arranging, and implementing testing activities; assist in developing testing schedules as assigned; assemble testing books and examiner's manuals as needed.

Perform a variety of technical duties involved in the collection, input, processing, record-keeping, verifying and ensuring accuracy and integrity of data and reports, and reporting of SARC, California Longitudinal Pupil Achievement Data System (CALPADS), Special Education Information System (SEIS), student data and information; compile, prepare and distribute to individual charter schools.

Transform data into clear visual insights; develop and maintain dashboards and data visualization. Train and provide work direction and guidance to designated staff as directed.

Perform classification-related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Principles, practices, procedures, and techniques involved in the collection, processing, input, verification, record-keeping, and reporting of statistical data.

General standards, methods, and procedures involved in coordinating testing activities and the preparation, processing, and circulation of testing materials.

Computerized data collection, management, manipulation, visualization, and distribution requirements for analysis and reporting functions.

Principles, methods, and procedures of operating computers and peripheral equipment.

Record retrieval and storage systems.

Policies and objectives of assigned programs and activities.

Report writing and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Data control procedures and data entry operations.

Methods of collecting and organizing materials, data, and information.

Statistical and mathematical computations, including calculations using fractions, percentages, and/or ratios.

General inventory practices and procedures.

**ABILITY TO:**

Perform a variety of technical duties involved in the collection, input, processing, record-keeping, and reporting of SARC, CALPADS, SEIS, assessments, and related student data and information.

Prepare, process, organize, assemble, and coordinate the distribution and collection of testing materials.

Utilize a computer to input and extract data, maintain and update various databases and records, and generate computerized reports.

Receive, count, and ensure adequate quantity of testing materials.

Assemble, organize, prepare data, and visualize for records and reports.

Prepare testing materials for distribution to testing sites.

Prepare and maintain a variety of manual and automated records, reports, and files.

Collect and verify proper return, accuracy, and completeness of testing materials.

Research, compile, evaluate, and verify a variety of SARC, CALPADS, SEIS, student, and assessment data.

Order, receive, distribute, and maintain adequate inventory levels of testing materials.

Meet schedules and timelines.

Work independently with little direction.

Type at an acceptable rate of speed with accuracy.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain confidentiality.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and four years of experience involving the collection, processing, verification, record-keeping, and reporting of statistical data including one year involving the circulation of student assessments or similar functions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Frequent interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Seeing to read and prepare a variety of materials, view a computer monitor for extended periods of time, and perform assigned activities.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting and/or standing for extended periods of time.  
Reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.  
Bending at the waist, kneeling, or crouching to file, shelve, and/or retrieve materials.  
Occasionally lift and/or move up to 25 pounds.

**CLEARANCES:**

Criminal Justice Fingerprint / Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 8/90; Rev. 8/96;  
New title and range 6/11;  
Revised: 11/24 (EH&A / MGT Consulting) / GB 11/12/24; PC 10/24/24