

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: DATA & ASSESSMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties involved in the collection, input, processing, record-keeping and reporting of Student Accountability Report Card (SARC), assessment test 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the collection, input, processing, record-keeping and reporting of SARC, assessment test and related student data and information; verify and assure accuracy and integrity of data and reports; compile, prepare and distribute SARC's for 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; assure proper security of test materials and compliance with established guidelines.

Input and update SARC, assessment test 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 assure accuracy and completeness.

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

Collect testing materials after completion of assessment tests; verify proper return and quantity of testing materials; assure 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's, students, assessment tests, results and assigned activities; disseminate SARC reports to schools and others; prepare reports for submittal to governmental agencies as directed.

Prepare, develop, format and update a variety of materials for assessment tests; 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, assessment, 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 a variety of statistical discrepancies.

Serve as a technical resource to District personnel and others concerning assessment tests, SARC's and assigned functions; respond to inquiries and provide technical information concerning related tests, data, standards, requirements, time lines, practices, processes, policies and procedures.

Coordinate and arrange for the scanning, scoring and reporting of designated assessment tests with State agencies; prepare and update related contracts, work orders and agenda items; prepare, submit and assure proper dissemination of Pre-ID files and related information for designated tests.

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 office equipment including a copier, fax machine, computer and assigned software.

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

Train and provide work direction and guidance to designated staff as directed.

OTHER DUTIES:

Provide back up secretarial and receptionist services as needed; initiate, receive and route telephone calls; greet and assist visitors; receive, sort and distribute mail to other departments.

Perform related duties as assigned.

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 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.
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, assessment test 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 assure adequate quantity of testing materials.
Assemble, organize and prepare data 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 SARC, student and assessment data.
Order, receive, distribute and maintain adequate inventory levels of testing materials.
Meet schedules and time lines.
Work independently with little direction.
Type or input data at 35 words per minute from clear copy.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and view a computer monitor.
Hearing and speaking to exchange information.
Sitting for extended periods of time.