

## **Assessment Technician II**

Under general direction of Administrator for Resource Development: perform specialized, technical activities related to the implementation and management of the District's assessment system, program evaluation and research studies and perform related work as required.

### **Examples of Duties**

#### **REPRESENTATIVE DUTIES:**

1. Plan, process, coordinate, and expedite on-going and special data processing and testing projects.
2. Prepare local, state, and national norms for conversion of raw scores.
3. Prepare graphs, diagrams, and charts for statistical analysis.
4. Extract data from the student information system and merge with test data.
5. Prepare reports analyzing test data as requested by district administration.
6. Install student information system software and updates
7. Assist and train users in the use of the current student information system, testing software, and the current software for assessment of district programs, teachers, and students.
8. Administer District computer servers and modify software to maintain operation performance.
9. Monitor and troubleshoot student information system.
10. Assist and coordinate the District training sessions for compliance with student information systems.
11. Prepare, process and monitor pre-ID requests for high stakes tests.
12. Perform software installations and updates on servers and clients.
13. Perform data corrections for various state testing programs.
14. Assist with computer repair.
15. Work with computer operators in the corrections of problems with the student information system.
16. Troubleshoot Macintosh and PC computer systems, hardware and software.
17. Administer, manage and process SSID;s for state reporting and accountability.
18. Perform related duties as assigned.

#### **Desired Qualifications**

1. Knowledge of modern office procedures.
2. Knowledge of test scoring and conversion procedures.
3. Knowledge of program preparation for scoring, analyzing, and recording.
4. Knowledge of student information systems use in an educational environment.
5. Ability to use data processing software and data processing equipment with skill, speed and accuracy.
6. Ability to develop analyze, and display statistical data.
7. Ability to establish and maintain effective working relationships with others.
8. Ability to plan and organize work, meet schedules and timelines, and maintain records.
9. Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures.
10. School district site experience.
11. Computer operations including security, backup, operation, printing and magnetic media.
12. Experience in operation and set up of mail server systems on mainframe and/or DOS and Macintosh platforms
13. Familiarity with serial, parallel, coax, fiber-optic, local talk, Ethernet, token ring media and network design.
14. Experience doing computer repair and network management.
15. Experience in training computer clients in mail systems, software systems, and library automation.

#### **Education, Experience and Training**

1. Progressive experience with technology in an educational environment or equivalent experience or education.
2. Training in Internet, E-mail, word processing, spreadsheets and databases.
3. High school Diploma or equivalent.
4. Valid California Drivers License.
5. Must have earned at least 60 semester units of college credit with the majority of the units in the following area: Statistics, Data Analysis and/or Computer Technology.

#### **PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Hearing and speaking to exchange information.
3. Seeing to view a computer monitor and read a variety of materials.

4. Sitting for extended periods of time.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms and repeat the same finger motion many times, as in typing at a keyboard. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as: computers, printers, etc. The employee is frequently crawling under desks or working above suspended ceilings. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.