

MODESTO CITY SCHOOLS

JOB DESCRIPTION

ASSESSMENT CENTER TECHNICIAN

DEFINITION:

Under the direction of the Administrator, Special Projects/English Learner Programs, perform specialized clerical duties in support of organizational student assessment programs and activities; data entry; organize and maintain student files; prepare various reports pertaining to assessment; administer mandated state and local assessments; conduct intake interviews; coordinate development schedules, scoring and distribution; input information and update technical data files.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform responsible and specialized clerical duties related to organizational student assessment programs and activities; review student information forms for completeness and accuracy; verify test scores of record using the computer data base or actual transcripts/records; assist the administrators in the coordination, preparation, distribution, collection and scoring of numerous State-mandated, organizational and special tests.
- Schedule and administer mandated state and local assessments and evaluations; communicate with students, staff, outside agencies and administrators to coordinate activities and disseminate information related to assigned activities; review notification/consent letters to parents and approve for mailing; review daily reports of incoming students.
- Review student information prior to assessment to verify that all appropriate documents and tests are attached; review student language status; review student eligibility to enroll in California's schools; determine the language and program status of assessed students.
- Interpret rules, regulations and procedures related to the testing program; remain current on organizational, State, federal and individualized test requirements.
- Schedule meetings, answer telephones and duplicate materials; receive, sort and distribute incoming and outgoing mail; arrange for bulk mailings as needed.
- Provide technical support assistance to users concerning software applications; receive and respond to user calls and emails requesting assistance; explain related practices, procedures, techniques, processes and requirements; route complex technical issues to appropriate personnel; manage and update user accounts, security and access to assigned applications.
- Perform data entry tasks pertaining to student demographic and diagnostic assessment; review notification/consent letters to parents for accuracy; distribute assessment data to the home schools.
- Facilitate open communications with school staff regarding assessment procedures and results; prepare a variety of records and reports related to assigned activities as directed; monitor supply and equipment use; maintain inventory; collect, compile and analyze data used in the preparation of various reports.
- Operate a variety of standard office equipment including a computer and assigned software.
- Interface with vendors and contractors to resolve technical issues related to software applications; operate office equipment including a computer, fax machine and copier; operate various software applications to store and retrieve data.
- Drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school, or equivalent and some experience working with students in an organized setting or learning environment.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 35 words per minute.
- Valid State of California Class C Driver's License.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.
- Ability to speak, read and write in a designated language.

DESIRED QUALIFICATIONS:

- One year accounting, bookkeeping, clerical, secretarial experience performing basic work tasks.

Knowledge of:

- Methods, practices and terminology used in test administration.
- Modern office practices, procedures and equipment.
- Technical aspects of the school testing field.
- Applicable laws, codes, rules and regulations.
- Operation of a variety of standard office equipment including computer and assigned software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping, filing and proofing techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

Ability to:

- Perform specialized clerical duties in support of organizational student assessment programs and activities.
- Answer telephones and greet visitors.
- Assist the administrator in the coordination, preparation, distribution, collection and scoring of numerous State-mandated, organizational and special tests.
- Coordinate teams of certificated personnel.
- Work independently with little direction.
- Interpret and apply laws, codes, rules and regulations related to testing programs.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Develop and meet schedules and time lines.
- Complete work with many interruptions.

WORKING CONDITIONS:

Work Environment:

- Testing office environment.
- Constant interruptions.
- Drive a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information in person and on the telephone.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved:

Unit Approved: 5/10/2002

Board Approved: 5/28/2002

FLSA Status: Non Exempt

DRAFT