

**MODESTO CITY SCHOOLS**  
**JOB DESCRIPTION**  
**STUDENT ASSESSMENT TECHNICIAN**

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**DEFINITION:**

Under the direction of the Director-Assessment & Evaluation, perform a variety of technical clerical and computer and data entry functions related to State and District assessment accountability, data collections, and reporting requirements; utilize computer software and assessment management programs to create, modify, import/export assessments and assessment data, produce and duplicate reports; assist with the interpretation of data; assist site and district staff with assessment management needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Compile school profiles and accountability reports using school assessment data and school information; ensure the accuracy of District and State assessment result reports.
- Set up and update individual accounts in an assigned database program; train and assist users with log in, system navigation and printing student assessment results.
- Provide technical support to users concerning software applications; assist users to resolve software application malfunctions; determine type of user request; diagnose and provide solutions or route more complex problems to appropriate personnel; manage and update user account information.
- Receive and respond to user telephone calls and emails; assist users with operating applications; explain related practices, procedures, techniques, processes and requirements.
- Monitor distribution, progression and processing of District and State assessments; assist site and district staff with assessment management needs including creating and editing assessments, scanning or scoring student responses, accessing or interpreting results, and troubleshooting program issues; monitor testing progression.
- Assist with assessment and student information programs to maintain and access assessment and student information.
- Download assessment and survey information; scan and prepare assessment interpretation reports as requested.
- Create, maintain, or update records, data sheets, reports, or other related information; input a variety of other information into an assigned computer system; upload and download assessment and other data; generate a variety of computerized lists as requested; ensure accuracy of input and output data.
- Utilize computer and assessment management programs to assist with the delivery and review of District and State assessments, accountability, and data.
- Substitute or provide backup assistance for administering student assessments coordinated through the Assessment & Evaluation department; mail testing notifications to parents and guardians.
- Research and prepare special reports or projects as assigned.
- Communicate with District personnel, service providers and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to software applications.
- Attend meetings, conferences and in-services as assigned.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of experience in accounting, bookkeeping, clerical, secretarial work performing computer data entry.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 40 words per minute.

**DESIRED QUALIFICATIONS:**

- Two years college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

Knowledge of:

- Applicable database and software and related programs.
- Excel and spreadsheet development and management.
- Data entry procedures and computer system operations.
- Principles and practices of data research, processing and evaluation.
- Student assessment and evaluations methods and requirements.
- Record-keeping, filing and report preparation techniques.
- Applicable laws, codes, regulations, policies and procedures.
- Methods of collecting and organizing data and information.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Mathematic calculations.

Ability to:

- Perform a variety of technical duties involved in the collection and reporting of organizational student data and including assessments an evaluation.
- Assemble, interpret and organize information and statistical data for reports and schedules.
- Review and verify input and output data to ensure accuracy and efficiency.
- Utilize applicable databases and spreadsheets.
- Establish and maintain accuracy of files and records.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Assist school sites with required school accountability mandates.
- Establish and maintain cooperative and effective working relationships with others.
- Compose correspondence, memoranda, bulletins and reports independently.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Office Environment.

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.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to retrieve files and 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.

**Unit Approved: 11/16/16**

**Board Approved: 5/28/02, 12/5/16**

**FLSA Status: Non Exempt**

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