

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ASSESSMENT AND EVALUATION TECHNICIAN III**

#### **BASIC FUNCTION:**

Under the direction of the Director-Research and Evaluation, independently and with intermittent supervision oversees and/or assists with basic activities relating to state and district assessment programs, large and small research and evaluation studies; possesses a knowledge of basic descriptive and some more complex evaluative statistics, their use and calculation; independently oversees and/or performs routine maintenance on the department's budget, expenditure accounting and correspondence logs; independently oversees and/or performs basic tasks relating to the processing of projects through the Technology Services Department; types a variety of materials; performs a wide variety of clerical duties using established procedures independently or with only occasional instruction.

#### **DISTINGUISHING CHARACTERISTICS:**

The Assessment and Evaluation Technician III classification is the experienced-level classification in the series and incumbents serve in a lead capacity and as an informational resource to others. Incumbents in this classification also perform the more complex research and evaluation studies and assigned special projects. The Assessment and Evaluation Technician I is the entry-level position in the Assessment and Evaluation Technician series. Incumbents perform technical duties related to State and District student assessment programs in addition to providing general clerical support to the office.

#### **ESSENTIAL FUNCTIONS:**

Perform a variety of technical duties related to State and District student assessment programs and research and evaluation studies; inventory assessment materials; print, distribute and retrieve instructions and assessment materials; prepare forms for scanning; typing, print and distribute materials; assist in the packaging of materials.

Participate in or conduct activities related to the conduct of assigned state and district assessment programs (e.g., STAR, CAHSEE, CELDT, GSE, ACE, CSRE) including the development of test forms, maintaining inventory of assessment materials, printing and dissemination and retrieval of instructions and assessment materials, preparation for scanning, typing/printing/dissemination of reports.

Participate in or conduct selected activities related to the conduct of large and small scale research and evaluation studies including typing of data collection forms and answer sheets, data entry, typing of reports and production of basic and complex graphics, distribution and retrieval of data collection materials, editing of data forms and surveys, typing and distribution of reports, preparation of presentation materials.

Maintain all or part of the department's budget, expenditure accounting and correspondence logging systems, develops and monitors the processing of assessment related purchase orders.

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Coordinate the processing of assessment and surveying projects through the Technology Services Department by preparing and organizing materials for scanning and scoring, delivering and retrieving materials. Collaborate with Technology Services in solving processing-related concerns.

Perform a wide variety of special projects such as surveys and in-house requests as assigned; input information into computerized database and generate a variety of reports and lists; collect and compile information, documents and data from files and records to be included in reports and files.

Utilize a variety of microcomputer-based software programs such as word-processing, database, spreadsheet and graphics programs to perform various research-oriented tasks.

Compose correspondence independently or from oral instructions; type letters, reports, memoranda, records, requisitions and other materials; proofread and verify accuracy and completeness of documents; utilize descriptive statistics and perform mathematical calculations.

Answer telephones; take and relay messages as appropriate; direct calls to appropriate personnel; respond to inquiries and provide information related to office programs, schedules, activities, policies and procedures; greet and assist visitors.

Responsible for maintaining consistent, punctual, and regular attendance.

Perform related duties as assigned.

### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Basic descriptive statistics, their use and calculation and some more complex evaluative statistics and their calculation including percentage, mean, median, scale score, national percentile ranks, normal curve equivalents, p-values, t-statistics, and chi square.

Micro-computer and mainframe hardware and software to perform basic research-oriented tasks.

Basic research methods.

Terminology, processes and operations of assigned office.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Telephone techniques and etiquette.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematical calculations.

Basic budgeting practices regarding monitoring and control.

Proper lifting techniques.

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### **ABILITY TO:**

Perform a variety of technical duties related to State and District student assessment programs.

Choose a limited number of alternatives in solving routine problems.

Understand and utilize terminology, processes and operations of assigned office.

Assemble, organize and prepare data for records and reports.

Communicate effectively with students, parents, staff and administration.

Answer telephones and greet the public courteously.

Prepare and maintain records and reports.

Use micro-computer and mainframe hardware and software to perform basic and more complex research-oriented tasks.

Learn and employ departmental procedures and precedents.

Monitor and record expenditures.

Compose routine correspondence and written materials independently.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Determine appropriate action within clearly defined guidelines.

Type at a minimum of 35 words per minute from clear copy.

Receive, sort and distribute mail.

Perform mathematical and basic statistical calculations.

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

Complete work with many interruptions.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

Hear and speak to exchange information in person and on the telephone.

Sit for extended periods of time.

See to read a variety of materials.

Bend at the waist, kneel or crouch to file materials.

Use proper lifting methods.

### **EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school supplemented by three years of clerical experience involving research and statistical record-keeping.

### **LICENSES AND OTHER REQUIREMENTS:**

Floor-lift 41 pounds and arm-lift 41 pounds.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment.

Constant interruptions.