

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSESSMENT AND EVALUATION TECHNICIAN II

BASIC FUNCTION:

Under the direction of the Director-Research and Evaluation, perform a variety of technical duties related to State and District student assessment programs and research and evaluation studies; serve in a lead capacity and as an informational resource to others regarding assigned activities; perform a variety of responsible clerical duties in support of the office.

DISTINGUISHING CHARACTERISTICS:

The Assessment and Evaluation Technician II 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 large and small scale research and evaluation studies including typing a variety of materials, data entry, editing of forms and surveys and preparation of reports and presentation materials; prepare and format reports.

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.

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.

Communicate with other departments, District staff and outside organizations regarding office operations, activities, policies and procedures; prepare and coordinate administrative schedules and calendars as directed.

Assist in the maintenance of the office budget; monitor and record expenditures; prepare purchase orders; follow up with vendors regarding orders and discrepancies.

Participate in the processing of assessment and surveying projects; serve as a liaison with Technology Services; prepare and organize materials for scanning, scoring, delivery and retrieval.

Receive, sort and distribute incoming and outgoing mail and packages; deliver packaged assessment and testing materials to the mailroom.

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

Inventory, order and assure proper levels of office supplies and materials.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic descriptive statistics.

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.

ABILITY TO:

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

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.

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 statistical record-keeping.

LICENSES AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.