

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSESSMENT AND EVALUATION TECHNICIAN III

BASIC FUNCTION:

Under the direction of the Director-Research and Evaluation or Program Administrator, independently and with intermittent supervision oversees, plans, coordinates, and/or assists with activities relating to state and district assessment programs and, 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 tasks relating to the development and/or 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 most 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 II is the mid-level position position, and the Assessment and Evaluation Technician I is the entry-level position in the Assessment and Evaluation Technician series.

ESSENTIAL FUNCTIONS:

Coordinate and/or conduct activities related to assigned state and district assessment programs (e.g., STAR, CAHSEE, CELDT, PFT, MYPAS/FAST) including the development of test forms, maintaining inventory of assessment materials, coordinating printing and dissemination of assessment materials, training staff on test administration and reporting, and developing and monitoring assessment related purchase orders.

Conduct activities related to large and small scale research and evaluation studies including development of data collection forms, distribution and retrieval of data collection materials, analysis of data through selected software, development of data tables and presentation materials, and production of graphic displays of data.

Coordinate assessment projects through the Technology Services Department by working with Technology Services programmers and other department staff to develop specifications for new utilities and reports; 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; manipulate information from computerized databases and generate a variety of reports; collect and compile data from electronic files and organize or manipulate for statistical analysis and reporting.

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

Compose correspondence independently or from oral instructions; type letters, reports, memoranda, requisitions and other materials

Understand and perform mathematical calculations; proofread and verify accuracy of documents; monitor and verify accuracy of district data against various outside agencies.

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.

Perform related duties as assigned.

Responsible for maintaining consistent, punctual, and regular attendance.

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.

Basic research methods.

Terminology, processes and operations of department.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software, micro-computer and mainframe hardware and software to perform basic and more complex research-oriented tasks.

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 inventory practices regarding monitoring and control.

Proper lifting techniques.

ABILITY TO:

Evaluate data to discern accuracy or anomalies.

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

Critically assess and provide recommendations for solving routine problems.

Understand and utilize terminology, processes, and operations of department.

Manipulate and organize 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 two years in the Assessment and Evaluation Technician II classification or three years of experience involving assessments, research, and statistics.

LICENSES AND OTHER REQUIREMENTS:

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

Typing Certificate with 35 words per minute minimum

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Constant interruptions.