

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

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

#### **BASIC FUNCTION:**

Under the direction of the Director-Research and Evaluation or Program Administrator, perform a variety of technical duties related to State and District student assessment programs; serve as a receptionist and provide general clerical support to the office.

#### **DISTINGUISHING CHARACTERISTICS:**

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. The Assessment and Evaluation Technician II and III classifications are the more experienced-level classifications in the series and incumbents serve in a mid-level to lead capacity and as an informational resource to others. Incumbents in these classifications also perform the more complex research and evaluation studies and assigned special projects.

#### **ESSENTIAL FUNCTIONS:**

Perform a variety of technical duties related to State and District student assessment programs; inventory assessment materials; print, package, distribute, track and monitor assessment materials to and from district and schools; assist in the scanning, mail merging and/or printing and distribution of related reports.

Serve as receptionist and 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.

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

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

Assist in the preparation and administration of large and small scale research and evaluation studies utilizing office software to create a variety of related materials such as data collection forms and instructions for surveys; tracking and monitoring data collection efforts; performing data entry and preparing data for analysis; editing tables, graphs, and reports; and assisting with

preparation of reports and presentation materials.

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

Assist in the maintenance of the office budget; monitor and record expenditures; prepare and track requisitions and purchase orders; provide information to derive cost estimates.

Receive, sort and distribute incoming and outgoing mail and packages; deliver or retrieve packaged assessment and testing materials to/from the mailroom, Print Shop, or other vendors, as needed.

Operate a variety of office equipment including a computer and utilize assigned software, such as pre-ID, word processing, survey, spreadsheet, and graphics programs to perform tasks related to correspondence, reports, graphics assessment and evaluation, and mathematical computations.

Perform special projects as assigned.

Perform related duties as assigned.

Responsible for maintaining consistent, punctual and regular attendance.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic descriptive statistics.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Record-keeping 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:**

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

Learn 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.

Understand and follow oral and written directions.  
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 one year of clerical 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.