

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSESSMENT AND EVALUATION TECHNICIAN II

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 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 classifications the more experienced-level classification in the series and incumbents serve in a mid-level capacity and as an informational resource to others. Incumbents in this classification also perform complex research and evaluation studies and assigned special projects. The Assessment and Evaluation Technician III is the most experienced position, and the Assessment and Evaluation Technician I is the entry-level position in the Assessment and Evaluation Technician series.

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; coordinate delivery/retrieval of assessment materials with Warehouse or other delivery services; assist in the scanning, mail merging, and/or printing and distribution of related reports.

Assist in the preparation and administration of large and small scale research and evaluation studies utilizing office software to 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.

Perform a wide variety of special projects such as surveys and in-house requests as assigned; input information into computerized database and manipulate information as required to generate a variety of reports and lists; collect and compile information, documents and data from hardcopy or electronic files and records to be organized or manipulated for reports and/or file storage.

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.

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 and track requisitions and purchase orders; follow up with vendors regarding orders and discrepancies; provide information to derive cost estimates.

Participate in 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.

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 related duties as assigned.

Responsible for maintaining consistent, punctual and regular attendance.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic descriptive statistics.

Basic research methods.

Understand 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 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.
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 one year in the Assessment and Evaluation Technician I classification or two 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.