



SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Assessment Systems Technician, Grade 48

DEFINITION:

Under general supervision, performs a variety of difficult and specialized clerical and technical duties related to the implementation of state mandated student assessment programs and computer software for the Juvenile Court and Community Schools; serves as an informational and technical resource to others regarding student assessment activities and software; prepares, formats and reviews standardized and customized reports.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Assists in the state mandated testing in the organization, administration, and tracking of materials.

Administers examinations to referred students in such areas as achieved academic level, math, reading, writing, and other achievement and aptitude assessments as assigned.

Conducts follow up activities with referred students as appropriate.

Collects and enters data in SPSS spreadsheet.

Assists in training JCCS administrators, teachers and designated student support specialists regarding assessment programs, utilization of computer software applications, test administration protocol and record keeping.

Respond to inquiries from JCCS staff regarding operational and computer systems where judgment and interpretation of policies, procedures or regulations are required.

Reviews reports, records and other data for accuracy, consistency and completeness.

Maintains appropriate records for documentation and completion of required program and state reports.

Maintain ledgers and prepare special and periodic reports which involves compiling materials and data from a number of sources.

Performs a variety of difficult and specialized record keeping and reporting activities, such as, uploading State Department of Education assessment data into SIS, preparing graphs, diagrams, and charts for statistical analysis.

Attends meetings and makes presentations at workshops and training sessions as required.

Maintains confidentiality of records and information including information of a sensitive nature.

NON-ESSENTIAL FUNCTIONS:

Performs other related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

OTHER REQUIREMENTS:

In order to meet the requirements of AB346(s), persons in this classification are required to obtain both a California Department of Justice and an FBI clearance prior to starting employment.

EDUCATION AND EXPERIENCE:

Training or experience which would clearly demonstrate possession of the knowledge, and abilities detailed above. An example of a typical qualifying background would include: Two (2) years of responsible office/clerical experience including, entering data into a computer, maintenance or compilation of statistical records or test data, preparing spreadsheets, operating a variety of office equipment including computers. Experience in the use of computer software applications and programs, or coursework in related areas, such as computer science, is also required.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

State testing procedures and practices

Principles, methods and techniques of data entry

Modern office practices, procedures and equipment, including computers, peripherals and related software

Operation of computers, software applications and peripheral equipment including printers and scanners

Capabilities of data processing

Systems analysis

Office practices and procedures.

ABILITY TO:

Learn, apply, and explain state and federal mandated testing procedures

Operate a computer, peripherals and related software including word processing, spreadsheets, specialized computer applications and software

Prepare and format a variety of student data reports

Review records and reports for accuracy

Input data and type accurately at a rate of speed sufficient to perform the tasks of this classification

Make arithmetical computations

Organize and maintain accurate records and files

Make presentations to individuals and groups

Establish and maintain effective working relationships with those contacted in the course of work.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

Duties are typically performed in an office environment or training site.

Must be able drive a vehicle to conduct work; hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

DISTINGUISHING CHARACTERISTICS:

This position differs from that of the Systems Technician I and II classifications, that this position performs technical and support tasks specific to student assessment.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
06/2015	June 10, 2015		Non-Exempt		48