



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 29-2022/23
DOCUMENT NO. 14-2022/23
DATED 11/16/2022

ASSESSMENT SPECIALIST

DEPARTMENT/SITE: Assessment,
Accountability & School
Improvement

REPORTS TO: Director of Assessment,
Accountability & School
Improvement

SALARY SCHEDULE: Classified Salary Schedule

SALARY RANGE: 38

WORK YEAR: 261 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Assessment, Accountability & School Improvement, the Assessment Specialist assists with the student testing and evaluation program and related activities; coordinates data needs for the Assessment, Accountability & School Improvement department; and implements services within established guidelines and standards. The incumbents in this classification provide the school community with assessment accountability services which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform functions supporting the District's student testing and assessment programs. This is a stand-alone classification in support of assessment activities in the Assessment, Accountability & School Improvement department.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Assists with the organization, support, and facilitation of State/District assessment programs including planning, coordinating, and supporting assessment activities to deliver assessment services in compliance with established guidelines.
- Assists in the preparation of local and state data files and reports related to State/District assessment programs.
- Assists with maintaining and monitoring budgets for assessment and accountability programs.
- Assists with developing schedules and monitoring short-term test administrators for fall and spring assessment activities.
- Attends department, in-service meetings, workshops and/or seminars as assigned in order to convey and/or gather information required to perform job functions.
- Communicates with administrators, school staff, vendors, and others regarding clarification of assessment procedures, test items, and test scores.
- Coordinates and assists with training of test administrators and school site coordinators in support of State/District assessments.
- Distributes secured testing materials to all school sites; provides technical assistance to school and the District in the areas of standards and assessments.
- Maintains a variety of confidential, and non-confidential manual, and electronic files, and records (e.g.,

assessments, student data imports, and teacher/administrator accounts in various contracted academic data websites) for providing up-to-date information and/or historical reference in accordance with established administrative guidelines, and legal requirements.

- Monitors and maintains test security procedures (e.g., log-ins, user names, passwords and password resets) for State and District Assessment Programs for the purpose of ensuring assessment services are following established guidelines.
- Orders supplies (e.g., testing materials, testing manuals, department provisions) to ensure adequate supplies and availability and to provide timely delivery of high-quality services to school sites.
- Oversees the recruitment and selection of short-term test administrators for fall and spring assessment activities; assists with interviews; contacts references; assists Test Administrators through the hiring process and the processing of timesheets.
- Performs secretarial duties (e.g., scheduling, copying) in support of department functions.
- Prepares a variety of materials (e.g., testing materials, training materials, etc.) in support of District and site initiatives, which includes the production, distribution, collection, and processing of materials.
- Responds to inquiries to provide information, assistance and/or direction regarding the State/District assessment programs.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Modern office practices, procedures and equipment
- Basic math, including calculations using fractions, percentages, and/or ratios
- Use of job-related software applications, including virtual meeting platforms
- Business telephone techniques and etiquette
- Pertinent codes, policies, regulations and/or laws
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications including virtual meeting platforms
- District policies and procedures associated with educational processes
- District organization and locations

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Plan and manage complex and responsible projects
- Maintain confidentiality of Student Services files and records
- Understand complex, multi-step written and oral instructions
- Operate standard office equipment including utilizing pertinent software applications
- Solve problems to identify issues and create action plans
- Display exemplary planning, prioritization and time management skills
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English
- Understand and follow written and oral instructions
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- May require Spanish bilingual skills

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:**EDUCATION REQUIRED:**

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Four (4) years of experience in clerical which includes supporting educational software. Experience working at a school site and testing programs preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen