



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 53-2022/23  
DOCUMENT NO. 24-2022/23  
DATED 02/15/2023

**ASSESSMENT TECHNICIAN**

**DEPARTMENT/SITE:** Assessment, Accountability  
& School Improvement

**REPORTS TO:** Director, Assessment,  
Accountability and School Improvement

**SALARY SCHEDULE:** Classified Salary Schedule

**SALARY RANGE:** 35

**WORK YEAR:** 261 Days

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director, Assessment, Accountability and School Improvement, the Assessment Technician assists with the student testing and evaluation program and related activities; assists with the coordinating of data needs for the Assessment, Accountability and School Improvement department; and assists in implementing 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 the entry-level classification of Assessment Specialist in support of the Assessment, Accountability & School Improvement.

**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 the department with the organization and facilitation of State/District assessment programs including planning, coordinating, and supporting assessment activities to deliver assessment services in compliance with established guidelines.
- Assists the department in the preparation of local and state data files and reports related to State/District assessment programs.
- Assists department with communicating with administrators, school staff, families, vendors, and others regarding assessment scheduling and clarification of assessment procedures, test items, and test scores.
- Assists with training of test administrators and school site coordinators in support of State/District assessments.
- Assists with the preparation and distribution of secure testing materials to all school sites; provides technical assistance to school and the District in the areas of standards and assessments.

- Assists with monitoring and maintaining 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 in compliance with established guidelines.
- Assists with ordering 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.
- Assists with the recruitment and selection of short-term test administrators for fall and spring assessment activities; assists with interviews; contacts references; assists Test Administrators through hiring process.
- Attends department, in-service meetings, workshops and/or seminars as assigned in order to convey and/or gather information required to perform job functions.
- 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.
- Performs secretarial duties (e.g., scheduling, copying) in support of department functions.
- Prepares a variety of materials (e.g., testing materials, etc.) in support of District and site initiatives.
- 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
- May require Spanish bilingual skills
- Understand and follow written and oral instructions
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations

### **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:**

*(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalent.

### **EXPERIENCE REQUIRED:**

Two (2) years of experience in 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