

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATA AND ASSESSMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of the District's administrator in charge of data analysis and assessment, provide assistance with varied, focused and complex secretarial and clerical support services to relieve the supervisor of administrative clerical detail; organize office activities and coordinate flow of communications

DISTINGUISHING CHARACTERISTICS:

The Data and Assessment Technician reports to district level supervisor with advanced level of responsibilities for implementing the district's testing and assessment system. Duties include a variety of administrative assistant duties in relieving the district administrator in charge of data analysis and assessment. Duties include extensive financial and statistical record-keeping responsibilities, assisting program personnel with secretarial and clerical needs and maintaining a wide variety of records concerning assigned programs.

REPRESENTATIVE DUTIES:

Perform a wide variety of complex and responsible secretarial and clerical duties related to data and assessment.

Research and compile a variety of information; compute statistical information for various Federal, State and District reports; which focus on data analysis and assessment.

Assure timely communications between assigned office and District employees; make phone calls to receive and transmit information; resolve problems as appropriate; refer difficult situations to supervisor.

Review, check, correct and compile a variety of information and assessment reports.

Type letters, reports, memoranda, records, forms, and text from straight copy, rough drafts or oral instructions.

Collect and compile information for meetings, projects, and workshops.

Provide detailed and technical information concerning policies and procedures where using judgment, knowledge and interpretation of procedures and regulations are required.

Maintain a variety of complex student records, contracts, lists, assessment results, and records including confidential materials.

Compose correspondence independently or from oral directions for supervisor's review.

Coordinate communications between supervisors and other District staff and the public.

Operate a variety of office equipment.

Assist in the maintenance of the security of the Federal, State, and local assessment system.

Receive/maintain/send out statewide assessment materials.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Applicable sections of State Education Code and other applicable laws with special emphasis on assessment security procedures.

Telephone techniques and etiquette.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal.

Testing data bases.

Methods of collecting and organizing data and information.

Business letter and report writing principles.

Data Base Software.

Ability To:

Perform secretarial work with accuracy and speed.

Work independently with little direction.

Understand and follow oral and written directions.

Compose independently or from oral instruction.

Establish and maintain effective working relationships with others.

Learn, interpret and apply rules, regulations, policies and procedures.

Operate various assigned office equipment.

Maintain a variety of filing systems.

Maintain records and prepare reports.

Make arithmetic calculations quickly and accurately.

Plan and organize work.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical and secretarial experience. Past experience with data analysis, assessment and accountability procedures is preferred.

WORKING CONDITIONS:

Environment:

Office environment

Constant interruptions

Physical Abilities:

Persons performing service in this position classification will exert 20 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

Hearing and speaking to exchange information in person and on the telephone

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to retrieve files.