

VISTA UNIFIED SCHOOL DISTRICT
ADULT EDUCATION TESTING TECHNICIAN

Purpose Statement

The purpose of an Adult Education Testing Technician is to perform technical and specialized activities related to administering, proctoring and filing of examination information and ensure compliance with examination, legal, and administrative requirements.

This job reports to a Principal.

Essential Functions

- Administers and proctors examinations (e.g. verifies identification and other documentation of examinees, provides examination instructions, maintains security of examination materials, etc.) for the purpose of ensuring compliance with established administrative guidelines, examination sponsor requirements, and legal requirements.
- Attends and participates in meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties (e.g. examinees, staff, vendors, etc.) for the purpose of providing and/or receiving information and resolving issues and concerns.
- Maintains manual and electronic documents, files, and records (e.g. user names and passwords for examination applications, student records, testing data, testing material and supply inventory, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Stores, distributes, and maintains inventory of testing materials, supplies, and equipment in accordance with District procedures for the purpose of maintaining inventory and ensuring availability of required materials.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting program operations.
- Prepares written materials (e.g. reports, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to inquiries for the purpose of providing information, assistance, and/or direction regarding assessment testing.
- Supports assigned administrator for the purpose of collaborating in the achievement of department, program, and district goals.
- Trains other staff in test administration for the purpose of ensuring proper testing protocols.
- Troubleshoots user issues with computer workstations (e.g. application software, connectivity issues, peripheral malfunctions, etc.) for the purpose of providing immediate assistance to users for resolution.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the

functions of the job include:

- adhering to safety practices;
- applying assessment instruments;
- applying job-related codes, regulations, and laws;
- operating standard office equipment including using pertinent software applications and office technology;
- planning and managing projects;
- preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; analyze situations to define issues and draw conclusions; present information to others; read a variety of manuals; understand complex, multi-step written and oral instructions; and write documents following prescribed formats. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- basic computer hardware/network troubleshooting techniques;
- business telephone and email etiquette;
- correct English usage, grammar, spelling, punctuation, and vocabulary;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- methods of tactful, patient, and courteous interpersonal interactions;
- modern office practices and procedures;
- office equipment and technology;
- pertinent software programs;
- recordkeeping and record retention practices;
- school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data using defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data, and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing work priorities;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- learning to administer a variety of appropriate testing materials;
- maintaining confidentiality;
- meeting deadlines and schedules;
- organizing tasks;
- providing excellent customer service;
- reading, explaining, and following rules, regulations, policies, and procedures;
- reading, writing, and communicating effectively in English;
- working as part of a team;
- working independently;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working with limited supervision using standardized routines; training, guiding,

and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: High school diploma or equivalent and one (1) year of experience involving frequent public contact and the use of computer hardware and peripheral devices in a network environment.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status
Non-Exempt

Approval Date
Established: 12/12/2017

Salary Grade
Classified, Range 40