

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSESSMENT AND ACCOUNTABILITY TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Instruction and Accountability, independently perform a variety of complex and technical program duties as related to State and District student assessment, accountability and evaluation programs. The Assessment and Accountability Technician performs a variety of specialized technical clerical functions with responsibility for organizing, coordinating, monitoring administration of a variety of state-mandated assessment and accountability functions on a District-wide basis. Assigned work requires an in-depth understanding of State and District assessment and accountability policies, practices and procedures.

REPRESENTATIVE DUTIES:

Performs a variety of complex and technical program duties related to State and District assessment and accountability programs.

Maintain current knowledge of applicable District, State and federal codes, regulation and requirements.

Query, export and compile student data using District student information system for the purpose of coordinating the ordering and distribution of standardized, State mandated testing and District assessment materials such as, but not limited to, CAHSEE, CELDT, PFT, CAASPP, NAEP, TIMSS, and OLSAT.

Inputs information into computerized database and develops advanced queries.

Query and configure District student data for uploading to secure websites for Pre-ID processing.

Manipulate encrypted files for data correction

Receives, verifies and submits District testing apportionments to CDE according to timelines.

Oversees and coordinates the ordering, receipt, processing, storage and distribution of secure testing materials to ensure compliance with applicable laws, codes, rules and regulation.

Assist school sites with site-based testing implementation. Provide direction and training for various testing administrations, including instructions and materials to site coordinators according to established secure protocols.

Assists in the planning designing and implementation of routine or special assessment and educational research studies including gathering and analyzing diverse statistical information for reports on student demographic and performance.

Assists in planning formats, procedures and reports for data collection and presentation.

Assist in the development of a District-wide testing calendar; oversee testing timelines. Develops questionnaires, surveys, forms and formats for data collection, analysis, reporting, and presentation.

Receives and processes questionnaires, data and information requests from federal, state, and county, local agencies, and other school districts.

Works with administrative and instructional staff members, departments, and other school site personnel in data gathering activities.

Prepares tables, charts, maps and training materials.

Maintains files of pertinent data, requisitions, apportionments, budgets, reports, and other publications containing source information.

Compiles and verifies sources of information.

Provide information and assistance to parents, District and school site administrators regarding the department's procedures, activities and related information.

Perform technical and specialized functions for the District's research, testing and evaluation activities and for other specialists and administrators as assigned.

Operate scanning and scoring machines to obtain test results; compute and develop and print raw scores, scale scores, percentiles, stanines and quartiles and other related statistical reports as necessary.

Maintain testing material inventory; order, prepare or type tests and other documents as needed.

Type from rough draft or verbal instructions a variety of materials such as research reports and statistical data; develop and prepare graphs, charts and tables; duplicate and distribute as necessary.

Operate a variety of office equipment including typewriter, calculator, computer and word processing hardware, printer, copier, scanner and folding machine.

Maintain a variety of records and files related to test results, booklets and norms, manuals, answer sheets and scoring keys; maintain confidentiality of information as appropriate.

Perform independently a variety of responsible clerical duties related to the development and dissemination of public information.

Compose independently or from written or from oral instruction, memos, letters and press releases.

Performs clerical duties as needed.

Perform duties related to job description as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Concepts, methods and procedures of testing, evaluation, research, data collection, compilation, data processing and analysis.

Statistical methods and mathematics.

Database management in the student information system

Office Suite

Research, testing and evaluation terms, principles and procedures.

Modern office practices, procedures and equipment.

Record-keeping filing and proofing techniques.

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

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

FERPA and other student confidentiality laws

ABILITY TO:

Communicate and coordinate with outside agencies such as LACOE, CDE, Vendors

Attend necessary meeting and trainings or webinars

Gather, sort, verify, analyze and interpret data.

Establish and maintain effective working relationships with administrators, instructional staff, and co-workers.

Learn and follow State and federal rules and regulations related to department programs.

Coordinate and implement District testing programs

Operate a variety of office machines

Make arithmetic calculations quickly and accurately.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Understand and follow oral and written directions.

Maintain records and prepare reports.

Work confidentially with discretion.

Work independently with little direction.

Perform clerical work with speed and accuracy.

Type at 30 words net per minute from clear copy.

Lift objects weighing up to 55 pounds using safe and proper methods and/or equipment. Move objects weighing over 55 pounds using safe and proper methods and/or equipment.

Compose independently or from oral instruction, letters, memos, bulletins, press releases, or other materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by course work in business, statistics or related field and three years of responsible clerical experience including one year in a school district setting.

WORKING CONDITIONS:

District office environment; lifting of heavy boxes.

Resevalt