

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: RESEARCH AND EVALUATION TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, independently perform a variety of responsible clerical and technical duties related to the District's research, testing and evaluation activities.

REPRESENTATIVE DUTIES:

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.

Collect and compile information and data for use in research and evaluation reports and studies.

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

Assist in coordinating testing schedules with school personnel; prepare, package and arrange distribution of District-wide tests such as CTBS; assist in the monitoring of testing activities and deadlines to assure the timely completion of tasks.

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 tying 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.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Research, testing and evaluation terms, principles and procedures.

Modern office practices, procedures and equipment.

Record-keeping 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.

ABILITY TO:

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 including typewriter, calculator, computer and word processing hardware, scoring machine, printer, and scanner and tying machine.

Make arithmetic calculations quickly and accurately.

Communicate effectively both orally and in writing.

Work cooperatively and effectively with others.

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 50 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.

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