



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

ASSESSMENT SPECIALIST

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of specialized activities and provide support for schools in the receipt, compilation, preparation, distribution, collection and processing of testing materials and information for a variety of local District and State assessment test; participate in related data collection, preparation, processing, input, recordkeeping and reporting functions; create and maintain databases; and perform job-related duties as assigned and/or as required for student success and effective operations of the District;

ESSENTIAL DUTIES:

- Perform a variety of specialized duties involved in the coordination, distribution, collection and processing of State and District assessments, testing materials and information; collect, organize and analyze scores; ensure each test and assessment is administered, implemented and recorded in compliance with established policies and procedures.
- Plan and train District staff on State and District assessments and data systems, train administrators and teachers in the collection and interpretation of test data; serve as a resource to District and school administrators and teachers; respond to inquiries and provide information concerning analysis of findings and the effectiveness of educational programs.
- Prepare and arrange testing materials for distribution to testing sites; compile, assemble, package, label and set up testing materials; disseminate test packets and materials to appropriate sites and classrooms; ensure proper security of test materials and compliance with established guidelines.
- Monitor inventory levels of testing materials; review related reports; order, receive and maintain adequate inventory levels of materials; prepare and submit orders and related information; inspect testing shipments for accuracy; identify shortages and arrange for additional materials as needed.
- Collect testing materials after completion of assessment tests; verify proper return and quantity of testing materials; ensure accuracy and completeness of required information; prepare, package, label and distribute completed tests for processing.
- Input and update a variety of student, test and other data in assigned computer systems; develop and maintain automated records and files; initiate queries and generate a variety of computerized data, reports and documents; ensure accuracy of input and output data.
- Prepare, develop, format and update a variety of materials for assessment tests; organize and coordinate the preparation of documents and records including forms, bulletins, questionnaires, requisitions and a variety of other material of a highly technical and/or confidential nature;
- Prepare and maintain a variety of manual and automated records, reports and files related to students, assessment tests, results and assigned activities; compute statistical information for various reports for State and federal agencies as directed.
- Serve as a technical resource to students, staff, parents and others concerning student assessment tests and related functions; respond to inquiries and provide information

concerning related materials, data, processes, standards, reports, practices, timelines, policies and procedures.

- Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns; prepare and distribute a variety of correspondence.
- Assist with organizing, arranging and implementing testing activities; assist in developing testing schedules as assigned; notify parents of testing opportunities.
- Distribute, collect, process and verify accuracy and completeness of a variety of test-related forms, applications and documents.
- Confer with school administrative and clerical staff to ensure the accuracy and completeness of the pre-identification files for bar-coded State assessments and pre-identified answer documents for local District assessments.
- Develop and troubleshoot pre-identification files for bar-coded State assessments and pre-identified answer documents for local District assessments.
- Design and execute specialized complex queries utilizing a variety of databases and software applications; monitor integrity of assessment databases.
- Collaborate with Technology Services staff to transfer data through programming routines to data management systems.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current technology and software applications.
- Correct English usage, spelling, grammar, punctuation and composition.
- Current office methods, procedures and equipment, including word processing, data entry, copiers and software applications.
- Methods used in compiling complex statistical reports.
- Data processing terms, practices and procedures.
- Logical steps in computer operating systems and record management.
- Troubleshooting techniques and tools.

ABILITY TO:

- Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed.
- Operate standard office equipment effectively.
- Operate computer/word processor, fax machine, duplication machines, computerized telephone system, etc.
- Perform complex mathematical calculations with accuracy and speed.
- Establish and maintain cooperative working relationships.
- Detect errors in printed output and troubleshoot query problem in pre-identification files needed for answer documents and barcode labels.
- Interpret an extensive variety of technical instructions.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Three years of directly related computer experience. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.
- Use of a private vehicle is required.

PREFERRED QUALIFICATIONS:

Networking with personal computers using relational databases is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will stand, walk, and sit most of the time, but may walk or stand for brief periods of time will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.
- Will occasionally be required to work in an environment near moving mechanical parts and where the noise level is moderate.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

POTENTIAL HAZARDS:

N/A

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