

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Student Assessment Technician

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To administer and score examinations of student enrollees or referred students in such areas as English language assessment, English language acquisition, math, reading, writing, high school equivalency and/or other individual/group achievement and aptitude assessments as assigned. Employees in this classification receive limited supervision within a framework of policies and procedures utilizing a high degree of initiative, problem-solving, and independent judgment. Employees in this classification receive use a high degree of initiative, problem solving, and independent judgment. This job class requires organizational skills and exercises responsibility for coordinating and providing both routine and technical examination administration, record-keeping, and instructional support functions related to academic, achievement, and aptitude assessment activities.

ESSENTIAL AND TYPICAL DUTIES

Administers examinations of student enrollees or referred students in such areas as English language assessment, English language acquisition, math, reading, writing, high school equivalency and/or other individual/group achievement and aptitude assessments as needed reviews and interprets results with students; and identifies students for specific tests

Supports state testing requirements through ordering of testing materials, distribution of testing materials, proctor support during administration, collecting and sorting testing materials and returning testing materials to the testing company

Scores assessments using either a manual or scanning system and forwards results to appropriate school, County Probation, or district personnel

Prepares testing reports for County Probation, County Office, and district administrative staff

Observes the performance and behaviors of students during examination sessions and informs school staff when necessary

Motivates and encourages students to perform at maximum efficiency on examinations

Participates in the development of examination policies and procedures

Coordinates testing activities with external agencies in the course of assigned duties

Organizes and prepares examination rooms; reviews daily enrollment; schedules students for examinations and informs school staff of examination schedule; coordinates student drop off/pick-up with staff

Regularly participates in meetings of the assessment and accountability department to support planning, implementation, and monitoring of assessments

Requests and interprets student assessment records from districts and schools; collects preliminary data; inputs, retrieves, and edits student assessment data using a desktop computer and software applications

Supports the scanning and organization of electronic assessment information for school, district, and County Probation administrative staff

Identifies students for reexamination when necessary

Maintains accurate, detailed records of examination results and related observations; prepares routine and special reports as assigned

Attends and participates in meetings to review examination results, assessments, and observations

Trains instructional support staff in examination administration and in the operation of related equipment

Communicates with testing software publishers and technical support; maintains accurate inventory of examination materials and supplies; purchases and reorders materials as needed

Performs a variety of related clerical and record-keeping duties including keyboarding/typing, data entry, and filing

May direct the work of others as assigned

May assist teacher in individual and group instruction, supervision, and training of students in various learning situations including academic subjects and related activities

Performs other job related duties as assigned.

EMPLOYMENT STANDARDS

Possession of:

A valid and appropriate California Driver's License

A driving record which meets the County Office of Education insurance requirements

Knowledge of:

Standard office procedures, practices, and equipment

Basic information technology and related equipment

Basic examination administration procedures, principles, and practices

The needs and behaviors of at risk, court-supervised, or special needs students

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

Basic math and record-keeping techniques

Ability to:

Administer various examinations, with differing requirements, in such areas as English language assessment, achieved academic level, reading, writing, and math

Score student examinations both manually and electronically

Interpret and explain assessment results

Collect data and prepare reports relating to examinations and assessments

Establish and maintain a variety of testing, learning assessment, and instructional resource records and files

Multi-task a variety of work-related assignments simultaneously

Train and direct the testing work of others as assigned

Keyboard or type at a rate of speed that ensures the completion of assigned duties related to the input, edit, and retrieval of examination results and/or statistical information

Interact with court supervised or special needs students in a sensitive and positive manner

Make appropriate referrals and recommendations

Effectively operate standard office and testing equipment such as a desktop computer, fax machine, calculator, copier and/or scanner

Effectively use word processing, scanning, and database software application programs

Communicate effectively in both oral and written form

Understand and carry out both oral and written instructions in an independent manner

Perform accurate mathematical calculations

Work independently with limited supervision

Establish and maintain effective work relationships with those contacted in the performance of required duties.

May require:

Some positions in this class require oral and/or written skills in a second language other than English as designated by the County Office of Education; some positions in this classification may require travel between school sites; some positions may require attention to safety in the classroom where students may have self-abusive tendencies or could cause serious injuries to others.

EDUCATION AND EXPERIENCE

Education:

Candidates must meet one of two conditions:

- Possession of a high school diploma or equivalent and at least 48 semester units earned at an institution of higher learning that is accredited by one of the seven accrediting associations authorized by the U.S. Department of Education; or
- Possession of a high school diploma or equivalent and the ability to obtain a passing score on the County Office of Education No Child Left Behind (NCLB) Paraprofessional Examination; and

Experience:

- One-year experience in testing administration and/or instructional support serving students in at-risk, community, court-supervised and/or special needs programs.

BARGAINING UNIT: Paraprofessional

WORKING ENVIRONMENT: Indoor and classroom environments.

PHYSICAL DEMANDS: Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; and lifting light objects.

Personnel Commission Approval: 08/13/84

Revised: 02/10/86; 08/31/99; 03/23/00; 2/14/08; 11/18/10