

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Student Assessment Technician, Senior

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

Coordinates state and local assessment activities for student programs at the Santa Clara County Office of Education (SCCOE); leads in the planning, implementation, and monitoring of the state and local assessment systems; and administers and scores examinations of student enrollees or referred students in such areas as English language development, core content areas (i.e. math, reading, and/or writing), and/or other individual/group achievement and aptitude assessments as assigned.

DISTINGUISHING CHARACTERISTICS

A Student Assessment Technician, Senior leads and collaborates with a variety of staff in providing both routine and technical examination administration, record-keeping, instructional support functions related to academic, achievement, and aptitude assessment activities. Employees in this classification receive limited supervision within a framework of policies and procedures utilizing a high degree of initiative, problem solving, organizational skills and independent judgment. This job class leads, and guides the work of Student Assessment Technician employees in the provision test administration and student assessment activities.

ESSENTIAL AND TYPICAL DUTIES

Coordinates state and local assessment activities for student programs at the Santa Clara County Office of Education (SCCOE)

Leads in the planning, implementation, and monitoring of the state and local assessment systems

Oversees state testing requirements through acting as SCCOE liaison to CDE assessment office, 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

Communicates on a regular basis with school principals about the progress concerning the implementation of the state and local assessments and to ensure that they have the resources and support necessary to successfully implement state and local assessments

Leads, attends and/or participates in meetings to support planning, implementation and monitoring assessments and/or to review examination results, assessments, and observations

Collaborates with school and district personnel to ensure accurate student identification

Coordinates professional development opportunities for site coordinators of state and local assessments

Works with the Assessment and Accountability Department to plan, implement, monitor, and prepare reports in the administration of state and local assessments

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

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

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

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

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

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

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

Performs a variety of related clerical and record-keeping duties including keyboarding/typing, data entry, and filing; uses a variety of technologies in the course of assigned duties

Trains instructional support staff in examination administration and in the operation of related equipment; guides the work of other Student Assessment Technicians as assigned

May assist teachers 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 and record-keeping techniques

Student information technology systems and related equipment

Examination administration procedures, principles, and practices

At risk, court-supervised students and/or students with special needs

Procedures for the administration of state and local assessments

Team building strategies and best practices

Communication skills and systems for both written and oral language

Data variables and protocols used for both state and local assessments

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

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; interpret and explain results

Collect data and prepare routine and complex 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

Effectively interact with court supervised or students with special needs 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

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

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

Use technology systems and software applications to plan, implement, and evaluate the coordination of state and local testing, including AERIES, MIS, SchoolPlan, School Measures, and Excel

Lead, train and guide the work of other Student Assessment Technicians

Plan effective meetings

Collaborate with student program staff as well as district and school leaders

Keyboard or type at a rate of speed that ensures the completion of assigned duties

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:

Oral and/or written skills in a second language other than English as designated by the County Office of Education; travel between school sites; 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
- Associate's degree or equivalent is preferred

Experience:

- At least three (3) years of experience of administering state and local assessments at the district and school level and/or instructional support serving students in at-risk, community, court-supervised and/or special needs programs.

BARGAINING UNIT: Paraprofessionals

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: August 14, 2013



Sheila Lopez
Interim Director-Classified Personnel Services

August 14, 2013

Date