

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

STUDENT ASSESSMENT DATA CLERK

Definition

Under general supervision, to coordinate district wide state and local student assessments; to provide statistical data and create reports based on testing results; to provide clerical work of above average difficulty in the keeping, reviewing, and maintaining of student assessment data; and to perform related duties as required.

Responsible to

Assistant Superintendent, Educational Services

Examples of Duties

1. Schedules testing dates with school administrators.
2. Receives testing materials from state and local agencies and audits materials for completeness.
3. Distributes testing materials to school sites using multiple measures that include state testing, writing proficiency, reading comprehension assessments, and others identified by the district.
4. Creates test day classroom lists for administrators.
5. Prepares an annual in-service for school officials to review testing procedures.
6. Maintains student assessment data in a database and/or spreadsheet.
7. Research, gather, assemble, and analyze information in preparation for numerous local, state, and federal reports.
8. Correlates and verifies correctness of information between and among documents and files.
9. Operates a variety of office machines.

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10. May operate county computer terminal and personal computers with use of word processing and spread sheets.
11. Independently prepares complex reports that require compilation of student data from a variety of records and sources related to an assigned function.
12. Performs other duties as may be assigned.

Qualification Guide

Knowledge of:

1. Correct English usage, spelling, grammar, punctuation and composition.
2. Modern office methods, practices, and procedures.
3. Basic arithmetic, filing, and record keeping procedures.
4. Modern office software including an electronic calendar, spreadsheet and database software.
5. Record retrieval and storage systems.

Ability to:

1. Perform varied clerical work with accuracy and speed.
2. Proficiently operate standard office equipment, including copier, computer terminal, word processor, etc.
3. Make basic arithmetical calculations with accuracy and speed.
4. Perform clerical work independently.
5. Communicate effectively with public and staff.
6. Work efficiently with frequent interruption.

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7. Compile and maintain accurate and complete records and reports.
8. Understand and carry out oral and written instructions.
9. Maintain cooperative, working relationships with those contacted in the course of work.
10. Type proficiently.

Training and Experience

Two years of general clerical experience; at least one of which has included the maintenance and recording of student data; equivalent to the completion of the twelfth grade; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Job Description Adopted: September 18, 2000