

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

STUDENT ASSESSMENT DATA TECHNICIAN - BILINGUAL

JD 4200.1

Definition

Under the direction of the Director of Curriculum and Instruction, independently performs a variety of complex and technical program duties related to State and District student assessment, accountability and evaluation programs. The Student Assessment Data Technician - Bilingual performs a variety of specialized technical clerical functions with responsibility for organizing, coordinating, monitoring administration of a variety of state mandated assessment and accountability functions on a district wide basis. Assigned work requires an in depth understanding of state and district assessment and accountability policies, practices and procedures. Perform related work as required.

Responsible to

Director of Curriculum and Instruction

Examples of Duties

1. Organizes and expedites the flow of work through a major District division responsible for a large number of major programs.
2. Performs technical and specialized functions for the district's research, testing and evaluation duties, which require special training and experience in order to apply legal and policy regulations to specific situations.
3. Provide information and assistance to parents, district and school site administrators regarding the department's procedures, activities and related information.
4. Provides written and oral translations of departmental correspondence, rules and forms to Spanish. Provide bilingual assistance to personnel and community members.
5. Composes routine memos and correspondence independently or from brief verbal instructions or notes.
6. Tracks financial data and budget information for department administrator. Coordinates the process of purchasing to include; processing of requisitions, receipt, verification, maintains department inventory, and distribution of materials.
7. Prepares material for the Governing Board agenda.
8. May assign and supervise the work of others.
9. Performs a variety of complex and technical program duties related to state and district assessment and accountability programs. Maintain current knowledge of applicable district, state and federal codes, regulation and requirements.
10. Query, export and compile student data using district student information system for the purpose of coordinating the ordering and distribution of standardized state mandated testing and district assessment materials such as, but not limited to CAASPP/ELPAC, state and local assessments, including language assessments.
11. Inputs information into a computerized database, develops advanced queries, and configures district student data for uploading to secure websites for Pre-ID processing.
12. Receives, and verifies district testing apportionments to CDE according to timelines.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

STUDENT ASSESSMENT DATA TECHNICIAN - BILINGUAL

JD 4200.1

13. Oversees and coordinates the ordering, receipt, processing, storage and distribution of secure testing materials to ensure compliance with applicable laws, codes, rules and regulation.
14. Assist school sites with site-based testing implementation. Provide direction and training for various testing administrations, including instructions and materials to site coordinators according to established secure protocols.
15. Assists in the planning, designing and implementation of routine or special assessment including gathering and analyzing diverse statistical information for reports on student demographic and performance.
16. Assist in the development of a district wide testing calendar; oversee testing timelines. Develops, receives, and processes questionnaires, surveys, forms and formats for data collection, analysis, and reporting.
17. Maintains files of pertinent data, requisitions, apportionments, budgets, reports, and other publications containing source information.
18. Obtain, manage test result files; manipulate raw scores, scale scores, percentiles, stanines and quartiles and other related statistical reports as necessary: maintain confidentiality of information as appropriate.
19. Maintain testing material inventory; order, prepare or type tests and other documents as needed.
20. 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.

Qualifications Guide

Knowledge of:

1. Correct English and Spanish usage, spelling, grammar, punctuation and composition.
2. Laws, policies and regulations of the Education Code and district pertaining to the assigned area.
3. Modern office practices, procedures and equipment. Database management in the student information system Office Suite.
4. General purposes and goals of public education.
5. Concepts, methods and procedures of testing, evaluation, research, data collection, compilation, data processing and analysis. Statistical methods and mathematics.
6. Research, testing and evaluation terms, principles and procedures.
7. Record-keeping filing and proofing techniques.
8. Oral and written communications skills. Interpersonal skills using tact, patience and courtesy.
9. FERPA and other student confidentiality laws.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

STUDENT ASSESSMENT DATA TECHNICIAN - BILINGUAL

JD 4200.1

Ability to:

1. Perform a variety of complex clerical and secretarial work involving use of independent judgment and requiring accuracy and speed.
2. Proficiently operate standard office equipment, including computer terminal.
3. Read, understand and explain technical policies and material.
4. Communicate effectively in English and Spanish with a variety of individuals and groups
5. both orally and in writing.
6. Maintain cooperative, working relationships with those contacted in the course of work. Use good judgment in recognizing scope of authority.
7. Type at a net corrected speed of 45 words per minute.
8. Communicate and coordinate with outside agencies such as SDCOE, CDE, Vendors Attend necessary meetings and trainings or webinars.
9. Meet schedules and timelines. Working independently with little direction.
10. Work confidentially with discretion.
11. Lift and move objects weighing up to 50 pounds using safe and proper methods and/or equipment.

Training 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

Environment

1. Office environment
2. Constant interruptions

Physical Demands

1. Some lifting, carrying, pushing and/or pulling.
2. Some stooping, kneeling and crouching.
3. Sitting for extended periods of time viewing a screen.

Job Description Adopted: June 6, 2022