

SILVER VALLEY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: *TECH/ASSESSMENT CLERK*
REPORTS TO: DIRECTOR – TECHNOLOGY SERVICES
RANGE: 24

The job of “Tech/Assessment Clerk” is done for the purposes of providing specialized and technical activities related to testing, analyzing, recording, displaying, integration, desegregation, reporting, and filing of student test information, both local and state level. To act as a resource to site personnel for state and other standardized testing. Assist with miscellaneous projects as needed.

Essential Job Functions:

- Prepare district assessments and disseminate appropriate assessment support material and examiner’s manuals.
- Prepares and assists with state required reports such as but not limited to; Impact Aide, Instructional Minutes and Class Size Reduction.
- Distribution, retrieval and security of testing instrument.
- Updating “trainer of trainer” models.
- Attends training and planning sessions.
- Collects test material and organizes for scanning and scoring; maintains test results files.
- Creates, inputs and maintains databases of student assessment data for use by district administration.
- Compiles, organizes, and consolidates multiple assessments data including but not limited to test results; verifies test documents for district assessment.
- Must remain current with state or district assessment trends, practices, or regulations.
- Devises ways to upload/download data into computer applications utilized by district.
- Contacts vendors as needed.
- Maintains confidentiality and security of sensitive testing materials and information.
- May proctor test under certificated supervision; may train personnel in testing procedures.
- Operates optical scanning equipment to score, analyze, display and record student test data.
- Provides information and explanations of state/district procedures and policies related to multiple assessments.
- Provides district administration with data on student assessments, local and state.
- Assists Multimedia Educational Clerk with projects as needed.
- Assists the Technology Services Department as needed.
- Assembles student enrollment packets.

Essential Job Requirements – Qualifications

Skills, Knowledge and/or Abilities Required:

- **Skills:** Secretarial functions, PC computer, operation of standard business software, correct usage of English both written and verbal, simple & complex math calculations, and must be able to type 45 words per minute.
- **Knowledge:** Operate PC computer, use correct English, including spelling, grammar, and punctuation. Operation of standard business software spreadsheet and other business software such as Excel and creating Tab Delineated Files. Apply State and District regulations, policies, standards and requirements applicable to multiple assessments/measures. Communicate effectively with a wide variety of people.
- **Ability to:** self-start after interruptions and focus on tasks.

Education Required: High School diploma or equivalent

Desirable Experience: Previous experience in a school setting, three years of computer experience using Excel, background of varied office equipment.