



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 23-2023/24  
 DOCUMENT NO. 20-2023/24  
 DATED: 07/17/24

<b><u>ADULT EDUCATION DATA/EXAM TECHNICIAN</u></b>	
<b>DEPARTMENT/SITE:</b> Madera Adult School	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 25 <b>WORK CALENDAR:</b> 218 Days
<b>REPORTS TO:</b> Principal / Site Administrator	<b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Principal/Site Administrator, the Adult Education Data/Exam Technician provides support to the instructional programs with specific responsibilities for performing detailed technical and clerical work with the coordinating and data monitoring, data management, test administration, scheduling, conducting, and publicizing testing sessions; and ensuring compliance with legal and administrative requirements. The incumbents in this classification provide the school community with adult school test services that directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class work with administering the CASAS and HiSET Programs, data monitoring and data management, coordinating testing and working with the community to provide quality service. The incumbents work to support all areas of this classification.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Attends federal, state, and department in-service meetings, retraining programs, workshops, and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Communicates HiSET test results to participants and agencies to provide information and determine appropriate placement and referral.
- Communicates with various personnel (e.g., students, administrators, and public agencies) to provide accurate and up-to-date information regarding testing processes, procedures, and outcomes.
- Assists with test administration, conducting, controlling, scheduling, and publicizing examination sessions for the Comprehensive Adult Student Assessment Systems (CASAS).
- Conducts, controls, schedules, and publicizes examination sessions (e.g., High School Equivalency Test (HiSET) and Comprehensive Adult Student Assessment Systems (CASAS) to provide the public with testing opportunities.
- Creates HiSet Certificates & flyers as needed.
- Document test results to convey information in accordance with established guidelines.
- Facilitates CASAS proctor training and Maintains copies of all proctor CASAS certifications to ensure compliance.
- Inputs data to provide accurate and current information.
- Inventories and verifies the condition of all restricted testing materials, accounting for test booklets to

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ensure testing protocols and legal requirements.

- Maintains a variety of confidential and non-confidential manual and electronic lists and records to ensure material availability as needed.
- Maintains the inventory of CASAS supplies and materials (e.g., tests, quizzes, forms, etc.) to ensure items' availability and security.
- Monitors and provides ongoing support to CASAS proctors throughout the year.
- Monitors CASAS testing and program hours by student to assign appropriate CASAS test form/level.
- Performs a variety of technical duties (e.g., import/export, running queries, finding and correcting errors) in the management of the student information database and student records for the school's program; manages the accuracy of the database to compile and develop statistical reports as requested; maintains confidentiality of student information.
- Performs general clerical functions (e.g., faxing, scanning, copying, data entry, filing, etc.) to support office functions.
- Prepares documents (e.g., correspondence, memorandum, reports, billing for HiSET testing) to communicate information to the public, agencies, district personnel, and state officials.
- Presents testing information to test takers as required (e.g., instructions, new/revised tests, policies, and procedures) in providing direction for the correct completion of testing answer documents and policies and practices related to state test preparation.
- Provides required information extracts to governmental and other outside agencies.
- Provides data support to ensure required legal documents are maintained and updated promptly and in compliance with legal mandates.
- Responds to various inquiries (e.g., students, site/district administration, SCAEC, etc.) to provide information and direction about HiSET and CASAS testing.
- Supports data collection required explicitly for State and Federal compliance utilizing required systems such as ASAP and CASAS TOPSpro to ensure data accuracy and resolve data integrity issues.
- Trains the HiSET proctors in test administration to ensure proper testing protocols.
- Works with student registration, enrollment, and withdrawal activities for the purpose of complying with established requirements.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Basic math, including calculations using fractions, percentages, and ratios
- Pertinent codes, policies, regulations, and laws
- HiSET and CASAS testing procedures and regulations
- Office procedures and operation of standard office equipment
- Computer use and pertinent software applications
- English usage, grammar, punctuation, and spelling

### **Skills and Abilities to:**

- Write documents following the prescribed formats
- Present information orally to others
- Understand complex, multi-step written and oral instructions
- Schedule activities, meetings, and events
- Gather and collate data
- Work with a diverse group of individuals and groups

- Establish and maintain effective work relationships
- Analyze issues, problem-solve, and create action plans
- Meet deadlines and schedules
- Communicate clearly in Spanish and English is required
- Maintain security and confidentiality

**RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized routines, leading, guiding, coordinating others, and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalent.

**EXPERIENCE REQUIRED:**

Two (2) years of clerical experience, with some experience in test administration, scoring, and interpretation, including experience with database maintenance and monitoring, is preferred.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive to various district sites

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- CASAS and HiSET Certifications must be obtained within six (6) months from the date of hire; failure to do so may result in the release
- After an offer of employment, obtain the following:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam A through the District's provider at the District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Indoor office environment
- Sitting, walking, and standing
- Lifting, carrying, pushing, and/or pulling light to moderate-weight materials and objects
- Significant fine finger dexterity to operate a computer and manipulate paperwork/files
- Seeing, with near visual acuity/depth perception, to read documents and operate a computer keyboard
- Hearing and speaking to communicate/converse with others