

# Madera Unified School District Classified Job Description

## ~~Information Systems Analyst I~~ Curriculum & Assessment Technician

### Purpose Statement

The job of ~~Information Systems Analyst I~~— Curriculum Assessment Technician was established for the purpose/s of supporting the instructional process with specific responsibility for assisting with the student testing and evaluation program and related activities; coordinating data needs for the Assessment and Accountability Department; and implementing services within established guidelines and standards.

This job reports to Director of ~~Assessment and Accountability~~ Curriculum, Instruction & Assessment

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### Essential Functions

- Assists with the organization and facilitation of State/District assessment programs documents (e.g. counting, distributing, collecting, packaging, etc.) for the purpose of delivering assessment services in compliance with established guidelines.
- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Compiles assessment data for the purpose of preparing reports for District and site administration.
- Maintains a variety of confidential and non confidential manual and electronic files and records (e.g. benchmark tests, STAR District assessments, CAASP reports, student data imports and teacher/administrator accounts in various contracted academic data websites, etc.) for the purpose of providing up to date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors and maintains test security procedures for State and District Assessment Programs for the purpose of ensuring assessment services are in compliance with established guidelines.
- Orders supplies for the department for the purpose of ensuring items' availability.
- Performs secretarial duties (e.g. scheduling, copying, taking minutes, etc.) for the purpose of supporting department functions.
- Prepares a variety of materials (e.g. CAPA kits, CD's, benchmark assessment calendars, testing materials, Mathletics and Physical Fitness packets, awards, etc.) for the purpose of providing supporting District and site initiatives.
- Proofreads ~~benchmark tests~~ interim assessments for the purpose of ensuring tests are current, correct and aligned properly.

- Responds to inquiries for the purpose of providing information, assistance and/or direction regarding the district and state assessment programs.
- Verifies completed assessment documents for the purpose of ensuring the accuracy of demographic information in compliance with established guidelines .

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; and presenting information; and the use of technology.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; maintaining security and confidentiality; and organizing.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. The job is performed under minimal temperature variations.

**Minimum Qualifications**

Experience ~~Two years experience in supporting educational and business software; one of the two years must have experience working with Windows, Mac Desktops and Window servers~~ Two years of experience in supporting educational software; one of the two years must have experience working with Mircrosoft Office.Experience working at a school site and testing programs preferred.

Education High School diploma or equivalent.

Equivalency ~~Fifteen units of Information Systems classes can be substituted for six months of experience.~~

Required Testing

Pre-employment Proficiency Test  
Pre-employment Physical Exam

Continuing Educ./Training

None Specified

Certificates

Valid CDL

Clearances

Criminal Justice Fingerprint/  
Background Clearance  
TB Clearance  
Physical Demands(A)

FLSA Status  
Salary Range

Non Exempt

Approval Date