

Madera Unified School District Classified Job Description

Curriculum & Assessment Technician

Purpose Statement

The job of 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 Curriculum, Instruction & Assessment

Essential Functions

- Assists with the organization and facilitation of State/District assessment programs 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 (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 for the purpose of providing up to date information and/or historical reference in accordance with established administrative guidelines and legal requirements.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, assessment calendars, testing materials, Mathletics, awards, etc.) for the purpose of supporting District and site initiatives.
- Proofreads 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.

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- 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

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75% sitting, 10% walking, and 15% standing. The job is performed under minimal temperature variations.

Minimum Qualifications

Experience Two years of experience in supporting educational software; one of the two years must have experience working with Microsoft Office. Experience working at a school site and testing programs preferred.

Education High School diploma or equivalent.

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

Non Exempt

Approval Date

Salary Range

Classified Salary Schedule – Range 35