



Irvine Unified School District

ASSESSMENT ASSISTANT

DEFINITION

Under the direction of the Program Coordinator, provides support for schools in the implementation of the District and State assessment program. Organizes the distribution and collection of all testing materials, and prepares reports for use in effective evaluation. Executes queries and reports using the student data system.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other duties may be assigned.

- Works in collaboration with the site level and/or District administrators to provide data to answer specific action research questions.
- Works with school clerical staff and clerical staff from categorical programs to ensure the accuracy and completeness of data in the student data system.
- Executes queries, reports and other routines using the student data system.
- Scan results into student databases.
- Append or edit test results or interventions in student record in student databases.
- Design graphs/charts to support evaluation findings.

QUALIFICATIONS GUIDE

Knowledge of:

- Student and district database system.
- Current technology and advanced knowledge of software applications including Microsoft Access and Excel.
- Correct English usage, spelling, grammar, punctuation and composition.
- Current office methods, procedures and equipment, including database management, spreadsheets, word processing, data entry, fax operations, duplicating machines.
- Data processing terms, practices, and procedures.
- Computer operating systems and record management.
- A working knowledge of the District's LAN servers and the data stored on these servers.
- Troubleshooting techniques and tools.

Ability to:

- Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed.
- Proficiently operate standard office equipment; computer/word processor, fax machine, duplicating machines, computerized telephone system, etc.
- Make mathematical calculations with accuracy and speed.
- Maintain cooperative, positive working relationships with diversified staff and general public.
- Write queries using EAGLE Software to provide information on assessment results to school sites.

- Detect errors in printed output and troubleshoot query problems.
- Prepare routine reports using the student database system.
- Listen carefully to end-user questions.

Experience/Education:

Equivalent to combination of high school diploma, college experience, and/or directly related computer experience preferably with networked personal computers using relational databases.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms, climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.

Rev. 06/04

[Return to top](#)

This page was last modified 03/22/2005