



Irvine Unified School District

Assessment Specialist

DEFINITION

Under the direction of the Coordinator of Assessment and Special Projects, provides support for schools in the implementation of the District and State assessment program. Organizes the distribution and collection of all testing materials. Creates and maintains databases. Executes customized queries and reports using the student data system and assessment results provided by assessment publishers.

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

- Works with school clerical staff and clerical staff from categorical programs to ensure the accuracy and completeness of the pre-identification files for bar-coded assessments.
- Develops and troubleshoots pre-identification file for creating bar-codes.
- Transforms data through programming routines.
- Designs and executes specialized complex queries and reports using MS assess, Ready Reports, Excel or other query language.
- Monitors integrity of assessment databases.
- Works in collaboration with the IT department staff to download test data into Eagle.
- Works in collaboration with the Psychologist to provide data to answer site specific action research questions.

QUALIFICATIONS GUIDE

Knowledge of:

- Current technology and software applications including Microsoft Access and Excel
- Correct English usage, spelling, grammar, punctuation and composition.
- Current office methods, procedures and equipment, including word processing, data entry, fax operations, duplicating machines.
- Methods used in compiling complex statistical reports.
- Data processing terms, practices, and procedures.
- Logical steps in computer operating systems and record management.
- 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 complex mathematical calculations with accuracy and speed.
- Maintain cooperative, positive working relationships with diversified staff and general public.
- Write queries using Microsoft Access and provide disaggregated data on assessment results to school sites.
- Detect errors in printed output and troubleshoot query problems in pre identification files needed for barcode labels.
- Prepare complex reports.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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.

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