CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

CLASS TITLE: DATA & ASSESSMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties involved in the collection, input, processing, record-keeping and reporting of Student Accountability Report Card (SARC), assessment test and related student data and information; prepare, process, organize, assemble and coordinate the distribution and collection of testing materials; utilize an assigned computer system to input and extract data, maintain automated records and generate reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the collection, input, processing, record-keeping and reporting of SARC, assessment test and related student data and information; verify and assure ceewtce{ cpf kpvgitkv{ qh fcvc cpf tgrqtvu; eq o rkng, rtgrctg cpf fkuvtkdwvg UATCøu hqt kpfkxkfwcn Dist \$\frac{1}{2}\text{BNEMENTA}\text{PA}\text

Collect testing materials after completion of assessment tests; verify proper return and quantity of testing materials; assure compliance with packing instructions; prepare, package, label and distribute completed tests for processing.

Monitor and maintain inventory of testing kits and materials; order, receive, stock and maintain adequate inventory levels of materials; prepare and submit orders and related information; inspect testing shipments for accuracy; identify shortages and arrange for additional materials as needed.

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Prepare, develop, format and update a variety of materials for assessment tests; arrange for the Cncuukhkgf Eornq{ggøu Salary Schedule: Range 34

Approved: 8/90; Rev. 8/96; New title and range 6/11 (Ewing)