



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Evaluation &amp; Assessment Analyst</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Education Services</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 59</b>

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of specialized duties to assure proper analysis and mandated reporting of student assessment data; maintain the District assessment data system and assure integrity of data; compile and analyze performance and statistical data for special reports; develop queries to gather and extract data and to generate reports.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform a variety of specialized duties to assure proper analysis and reporting of State and District-mandated assessment data; coordinate the exchange of assessment data and information between various departments and governmental agencies
- Input data into an assigned computer system; maintain the District assessment data system and assure integrity of data; maintain automated records related to applicable student data; upload data to assigned system; maintain data archives
- Compile performance and statistical data for research or inclusion in special reports; prepare District assessment summary reports; research, record and analyze data; develop queries to gather and extract data and to generate reports; assure accuracy, completeness and timely submittal of completed reports; coordinate with Information Technology staff to assure data integrity
- Provide support for various projects at the District and site levels; provide support to evaluation and assessment staff on technical and analytical aspects related to assigned activities; provide support to external organizations on research projects and data requests
- Communicate with other departments, administrators, governmental agencies and outside organizations to collect and provide data, exchange information, coordinate activities and resolve issues or concerns
- Prepare data slides related to student progress, achievement and other information for presentation at Board meetings

- Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software
- Serve as a technical resource to personnel concerning proper data collection, analysis and reporting procedures; provide help-desk support in the proper use of assigned computerized systems

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Statistical techniques and methods utilized in the analysis of information and data

Descriptive statistical terminology, principles and methods

Data control procedures and data entry operations

Applicable laws, codes, regulations, policies and procedures

Operation and use of computer and peripheral equipment including student information system and database management software applications, and database querying languages

Research methodologies and report writing techniques

Research design and program evaluation

Statistical record-keeping techniques

Data verification and integrity procedures

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

Technical aspects of field of specialty

Arithmetic computations

**ABILITY TO:**

Perform a variety of specialized duties to assure proper analysis and mandated reporting of student assessment data

Develop and implement forms and procedures for data collection and analysis

Compile and analyze test scores and data for special reports

Develop queries to gather and extract data and to generate reports

Serve as a technical resource to others regarding assigned activities

Review and verify input and output data to assure accuracy and efficiency

Interpret, apply and explain rules, regulations, policies and procedures

Maintain current knowledge of organizational, State, federal and individualized test requirements

Evaluate student test data and determine program placement

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Operate computers and peripheral equipment properly and efficiently

Work independently with little direction

Meet schedules and time lines

Plan and organize work

Keyboard and input data efficiently

Make arithmetic computations with speed and accuracy

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in statistics, information technology or related field and three years statistical research, evaluation or related experience

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information

Seeing to read a variety of materials

Sitting for extended periods of time