



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Student Assessment Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Education Services	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range:

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized duties in support of District student assessment programs and activities; coordinate assessment testing processes, schedules, and security and distribution activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform responsible and specialized duties related to District student assessment programs and activities; assist the administrators in the coordination, preparation, distribution, collection and security of numerous State-mandated, organizational and special tests
- Interpret rules, regulations and procedures related to the testing program; read manuals; explain test results to parents; remain current on District, State, federal and individualized test requirements; research State testing regulations and guidelines
- Audit schools during test administration; conduct interviews with staff and students when test security is breached; notify appropriate administrators regarding testing issues and irregularities; assure correct testing procedures are followed at school sites; assure proper use of testing variations, accommodations, and modifications in accordance with established regulations
- Create District-wide pre-ID student reports for assigned State-mandated tests; identify students for pre-ID services electronically; follow-up with incomplete student data as appropriate; obtain signatures on security affidavit forms
- Provide training and instruction for administering State-mandated tests; attend the train-the-trainers workshop or arrange a representative of the District to be trained and certified to train others at the workshop
- Perform administrative tasks in support of the office including responding to e-mails and phone inquiries and duplicating materials
- Communicate with students, staff, outside agencies and administrators to coordinate activities and disseminate information related to assigned activities

- Maintain and update student records; prepare a variety of records and reports related to assigned activities as directed; purge and maintain files according to established procedures; submit reports to the California Department of Education as appropriate according to established timelines; collect, process, package and coordinate shipping of testing materials to the State for scoring
- Participate in maintaining the department budget; monitor expenditures; order testing or office materials and supplies as needed
- Participate in various pre-testing activities including viewing pre-test Webcast for District STAR coordinators, preparing and conducting a pre-test training for site coordinators, and providing assistance to test site coordinators as needed
- Operate office equipment including a copier, fax machine, typewriter, computer and assigned software applications; operate a hand truck and cart; drive a vehicle to various sites to pick up or deliver testing materials

OTHER DUTIES

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices and terminology used in test administration
Modern office practices, procedures and equipment
Technical aspects of the school testing field
Applicable laws, codes, rules and regulations
Operation and use of computer and assigned software applications
Correct English usage, grammar, spelling, punctuation and vocabulary
Record-keeping, filing and proofing techniques
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Telephone techniques and etiquette

ABILITY TO:

Perform specialized clerical duties in support of organizational student assessment programs and activities
Answer telephones and greet visitors
Assist the administrator in the coordination, preparation, distribution, collection and scoring of numerous State-mandated, organizational and special tests
Work independently with little direction
Interpret and apply laws, codes, rules and regulations related to testing programs
Operate a variety of office equipment including computer equipment
Keyboard and input data efficiently
Communicate effectively both orally and in writing
Establish and maintain effective working relationships with others
Develop and meet schedules and time lines
Complete work with many interruptions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in a related field and two years of increasingly responsible secretarial or administrative experience including some experience in student testing activities

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to possess a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Sitting or standing for extended periods of time

Hearing and speaking to exchange information in person and on the telephone

Bending at the waist, kneeling or crouching to file materials

Lifting, carrying, pushing or pulling objects typically weighing up to 50 pounds

Seeing to read a variety of materials