SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Student Assessment Systems Specialist  REPORTS TO: Director, Assessment Services
DEPARTMENT: Assessment Services  CLASSIFICATION: Classified
FLSA: Non-Exempt  SALARY GRADE: 050
EFFECTIVE: January 22, 2019

BASIC FUNCTION:
Under general direction, perform a variety of duties related to federal, state, and district wide assessment programs and associated data compilation and processing activities; provide technical assistance and support services.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Provide technical support and training to school sites and District staff in the use of federal, state, and district wide assessment programs. E

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns related to systems, data, and technical issues. E

Serve as technical resource for students, teachers and other District personnel in the use of various hardware and software. E

Develop system queries and reports on student assessment systems and associated data; run requested reports and provide specific information to District sites, administration, and outside agencies; assure accuracy and timely submission of data. E

Assistant staff and site personnel with testing and digital resource questions; respond to issues regarding access to programs and user interface; diagnose and resolve issues; make appropriate referrals for assistance as necessary. E

Create, modify, test, and delete user accounts and logins for student data and assessment systems; reset passwords for accounts; assure system access for users. E

Plan, organize, and recommend priorities for smooth and timely operations relating to records; coordinate procedures and problem resolution; support school sites. E
Assist in preparing a variety of periodic and special reports; compile data for special reports and analyses; assure integrity of student data and reports; assist staff with performing a variety of technical duties related to District testing and data. E

Plan, coordinate, and conduct in-service workshops and training. E

Prepare or supervise the preparation of a variety of instructional materials, including on-line training courses, reference manuals, handbooks, and aids. E

Represent the organizational unit; act as a liaison between managerial and operational staff levels. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a bachelor’s degree in information systems, computer science or related field. Two years of recent experience supporting computer applications. Experience involving troubleshooting student data systems and training of end users is desirable.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation may be required for some positions in this job class (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of field of specialty.
Computer system management techniques.
Operation of assigned and related hardware and software applications.
Methods and techniques of data collection, research and report preparation.
Applicable state, federal and local laws, codes and regulations related to assigned activities.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.

ABILITY TO:
Learn the procedures, practices and functions of assigned duties.
Troubleshoot and resolve problems related to hardware, operating system, or specialized applications related to the functional area.
Provide support to users by training and answering technical and non-technical questions
Design forms and reports.
Communicate effectively orally and in writing.
Understand and follow oral and written directions.
Collect, evaluate and interpret information and data.
Compile statistical data in a timely and efficient manner and prepare reports.
Interpret technical information for a variety of audiences.
Adapt to changing technologies and learn functionality of new equipment and systems.
Plan and organize work.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor office setting.

**PHYSICAL REQUIREMENTS:**
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**DISTINGUISHING CHARACTERISTICS:**

This job class is distinguished from an Educational Research Specialist in that the latter applies thorough knowledge and skill in research methodology and analysis in independently performing all phases of complex journey-level research studies including problem definition, study design, data collection, analysis, interpretation, and presentation of findings.

This job class is distinguished from an a Systems Analyst in that the latter applies a thorough knowledge of programming techniques and computer system capacity in designing, selecting, and modifying software programs to provide effective service to users of the district’s student information and business software application systems and related databases.

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