

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Student Assessment Technician

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To administer and score examinations of student enrollees or referred students in such areas as English language assessment, achieved academic level, math, reading, writing, high school equivalency and/or other individual/group achievement and aptitude assessments as assigned. Employees in this classification receive limited supervision within a framework of policies and procedures utilizing a high degree of initiative, problem solving, and independent judgment. This job class requires organizational skills and exercises responsibility for coordinating and providing both routine and technical examination administration, record-keeping, and instructional support functions related to academic, achievement, and aptitude assessment activities.

ESSENTIAL AND TYPICAL DUTIES

Administers examinations of student enrollees or referred students in such areas as English language assessment, achieved academic level, math, reading, writing, high school equivalency and/or other individual/group achievement and aptitude assessments as needed; reviews and interprets results with students; and identifies students for specific tests

Scores examinations and forwards results to appropriate student, school or County Probation personnel

Prepares testing reports for County Probation

Correct English usage, grammar, spelling, vocabulary, and punctuation

Basic math and record-keeping techniques

Ability to:

Administer various examinations, with differing requirements, in such areas as English language assessment, achieved academic level, reading, writing, and math

Score student examinations; interpret and explain results

Collect data and prepare reports relating to examinations and assessments

Establish and maintain a variety of testing, learning assessment, and instructional resource records and files

Multi-task a variety of work-related assignments simultaneously

Train others as assigned

Keyboard or type at a rate of speed that ensures the completion of assigned duties related to the input, edit, and retrieval of examination results and/or statistical information

Interact with court supervised or special needs students in a sensitive and positive manner

Make appropriate referrals and recommendations

Effectively operate standard office and testing equipment such as a desktop computer, fax machine, calculator, copier and/or scanner

Effectively use word processing and database software application programs

Communicate effectively in both oral and written form

Understand and carry out both oral and written instructions in an independent manner

Perform accurate mathematical calculations

Work independently with limited supervision

Establish and maintain effective work relationships with those contacted in the performance of required duties.

May require:

Some positions in this class require oral and/or written skills in a second language other than English as designated by the County Office of Education; some positions in this classification may require travel between school sites; some positions may require attention to safety in the classroom where students may have self-abusive tendencies or could cause serious injuries to others.

EDUCATION AND EXPERIENCE

Education:

Candidates must meet one of two conditions:

- Possession of a high school diploma or equivalent and at least 48 semester units earned at an institution of higher learning that is accredited by one of the seven accrediting associations authorized by the U.S. Department of Education; or
- Possession of a high school diploma or equivalent and the ability to obtain a