

JOB DESCRIPTION

TITLE: TEST AND DATA TECHNICIAN

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High School diploma with the ability to use various software applications, including the district data warehouse, to generate relevant statistics and reports. Must have the ability to understand and respond to inquiries on data reports and budgets. Basic computer skills required (i.e., ability to use email).
Language Skills	Ability to read, analyze, and interpret common data reports and legal documents. Ability to respond to common inquiries or complaints from schools and/or administrators.
Mathematical Skills	Ability to use various software applications to generate relevant statistics and reports.
Certificate/License	Drivers license
Reasoning Ability	Ability to interpret an extensive variety of technical instructions.
Physical Demands	The employee must be able to lift up to 70 pounds and be able to drive and deliver test materials to schools. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, The employee must be able to sit and work with computer and scanner. The employee is required to talk and hear; stand, walk; use hand to finger, handle, or feel; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Warehouse duties are required, including lifting heavy boxes, driving and delivering test materials, as well as using machinery to pre-grid and scan evaluation/test materials. The noise level may be high.

REPORTS TO Director of Assessment and Data Management

GENERAL RESPONSIBILITIES

1. The employee will spend about one-quarter of the time ordering test materials, receiving test materials, checking the accurate count of test materials, and delivering test materials to schools. The employee will spend about $\frac{3}{4}$ of the time assisting with the management of testing database, report production, and Internet publishing.
2. Ensures the security of all test materials. Assists in the implementation of test administration, including the ordering, securing, and accounting of all test materials.

SPECIFIC RESPONSIBILITIES

1. Orders test and survey materials.
2. Receives, secures, and delivers test materials to schools.
3. Ensures accurate counts of all test materials to and from schools and stores test materials securely.
4. Operates delivery vehicle in a safe manner.
5. Performs scanning of test and survey materials.
6. Assists in managing testing database and demographic data.
7. Assists in managing database interaction with the Internet.

8. Assists in creating and managing Internet reports and usage.
9. Assists in creating test score reports.
10. Assists school and District personnel, as well as community partners with the use of student achievement and accountability data.
11. Assists in compiling achievement and accountability reports for internal and external consumption.
12. Assists with the maintenance, needs analysis and enhancement of the data warehouse.
13. Assists schools and curriculum coordinators with online test creation, administration and analysis.
14. Assists with survey creation, administration and analysis.
15. Handles research requests, approvals and assists in providing research information to stakeholders.
16. Handles departmental budget and inventory.
17. Manages Race to the Top grant for the department.
18. Manages other job responsibilities as determined by the departmental director.
19. Performs other duties as assigned.