

**CLASS TITLE: ASSESSMENT DATA & STUDENT INFORMATION ASSISTANT**

**BASIC FUNCTION:**

Under the direction of the assigned supervisor, provides assistance with student assessment data and clerical services to assist the Assessment Coordinator with data and student information needs.

**ESSENTIAL DUTIES:**

Compile information and prepare and maintain a wide variety of complex data, records and reports according to established procedures and time lines; process a variety of forms and applications pertinent to the assignment.

Facilitates the transfer of data to the state and state contractors for mandated assessments, as well as inventory and distributing tests on arrival.

Input data from school sites and other data as needed.

Monitor data and reports for accuracy.

Locates errors in data and facilitates site efforts to correct errors.

Produce school and District reports using Access, Excel, SASI, SPSA, and District data management software.

Understand the specific aspects of SASI to support the assessment department with student information.

Create, update, and submit annual school site reports including SARC (School Accountability Report Card).

Collaborate with district office departments to determine student information needs, import data and assist in the development of reports.

Generates a large volume of quarterly, monthly, annual and longitudinal data.

Type letters, reports, memoranda, records, forms and other materials from rough drafts or oral instructions, including materials of a confidential nature.

Keep current on student information software and other related technology.

Attends training sessions to expand skills necessary to perform job.

Operate a variety of office equipment such as a typewriter, calculator, scanner, and duplicating machines.

Communicate effectively with district and school site personnel responding to staff needs.

Translates data into ASC11 format for test coding.

Operate a computer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing, spreadsheets, databases and other software as required.

Check reports, records and other data for accuracy, completeness and compliance with established standards.

Order and maintain various forms, supplies and equipment as necessary; maintain a variety of complex files; assure confidentiality of information and records.

Provide technical assistance for LRC's and technology support services.

Manage online licenses for curriculum and create instructions for district staff for registrations for all programs.

Provide student information and registration support for summer school.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Record-keeping techniques, filing systems and information management.

Statistical record-keeping techniques.

Policies and objectives of assigned program or function.

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

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of office machines including a computer and specified software.

All required software; SASI, Access and Excel.

**ABILITY TO:**

Perform varied and complex secretarial and clerical support duties.

Work independently.

Assure efficient and timely completion of office and program projects and activities.

Operate a variety of office machines including typewriter, calculator, transcription equipment, copier, computer and printer.

Utilize word processing and other computer software.

Compose materials independently or from oral instructions.

Establish and maintain a variety of filing systems.

Establish and maintain effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Understand and follow oral and written directions.

Add, subtract, multiply and divide quickly and accurately.  
Meet schedules and time lines.  
Work confidentially with discretion.  
Maintain records and prepare reports.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical, secretarial, and technology related experience.  
Bilingual; English/Spanish desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

District Office environment.  
Driving a vehicle to conduct work at school sites.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.

**TERMS OF**

**EMPLOYMENT:** Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association.