



**TITLE: Assessment Technician**

**FLSA: Non-Exempt Classified**

**Salary Range: 11**

**PURPOSE:** Coordinates testing and assessment processes for a school. Works with District Assessment Coordinator and building administrators to facilitate school-based trainings on assessment protocols and use of assessment software.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, coordinates and oversees a variety of testing programs and processes, including scheduling, preparing, administering and overseeing the testing process and ensuring fairness of process and confidentiality.
- Keeps accurate records to ensure all students have been tested. Schedules and administers retesting of students.
- Collects, enters, and manages assessment data obtained from different assessment testing tools.
- Provides assessment reports to administration, district assessment coordinator, and teachers.
- Works independently and receives only occasional instruction or assistance as new or unusual situations arise. Knows and follows all established operating procedures and policies for testing.
- Tracks and documents accommodations or modifications for (IEP) students during testing as required by ODE.
- Manages student behavior effectively in accordance with the building behavior policy.
- Maintains high standards and expectations for students in a manner that encourages independent learning and personal growth.
- Supervises students outside the classroom, as assigned, to support the district/building's discipline and instructional program.
- Within specialized areas of assignment, exercises independent judgment to resolve issues and respond to requests for assistance.
- Provides clerical and assessment support to the school TAG identification team.
- Provides other related services as assigned.

**GENERAL PERFORMANCE REQUIREMENTS:**

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.



- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

**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.

- An associate's (or higher) degree, two years post secondary study (72 quarter or 48 semester credits), or a passing score on a district approved assessment.
- Demonstrated strong software technology skills.
- Ability to adapt to varied and changing assessment-related software.
- Ability to communicate effectively, both orally and in writing.
- Ability to formulate and implement ideas for program improvement.
- Ability to collect, record, store, retrieve, assimilate, organize, and utilize information and records efficiently.
- Ability to understand and implement the school/program's student discipline policy and manage student behavior effectively.
- Ability to understand and implement the school/program's instructional goals and carry out work assignments in a manner that supports those goals.
- Ability to interact effectively and collaboratively with individuals and groups of all ages.
- Demonstrated ability to develop, organize and carry out work assignments, and to plan and direct the work of students and others associated with the program.
- Ability to effectively perform multiple, simultaneous tasks with numerous interruptions.
- Proficient in use of classroom/program equipment and technology.
- Ability to obtain specialized training as required.
- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.

**PHYSICAL DEMANDS:** 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 is regularly required to talk and hear. The employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to regularly walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The employee regularly must lift, move, and/or carry up to 20 pounds, frequently lift and/or move up to 40 pounds, and occasionally lift and/or move more than 60 pounds with assistance. The employee may be exposed to blood borne pathogens. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.



**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. The noise level in the work environment could be usually moderate to occasionally high.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

**EMPLOYEE STATEMENT:** I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Assessment Technician**

**ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature**