

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Specialist, Technical Assessment	<b>CLASSIFICATION:</b>	Non-Represented Management, Certificated/ Classified
<b>SERIES:</b>	Specialist II	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	5245	<b>WORK YEAR:</b>	210.5 Days
<b>DEPARTMENT:</b>	Assessment, Research, and Evaluation	<b>SALARY:</b>	Range 5 Salary Schedule A
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET APPROVAL:</b>	12-06-13

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**BASIC FUNCTION:**

Organize, plan, provide training, and act as a liaison between Assessment, Research, and Evaluation department, school sites, and district as related to the Student Information System (SIS) and the Smarter Balanced Assessment Consortium (SBAC). Perform routine and complex clerical and technical duties related to assessment, data collection, reporting, and the Smarter Balanced Assessment Consortium (SBAC) assessments. Utilize database programs to import and export data and assist with the interpretation of data. Support teachers through professional development and provides on-site training with the implementation and management of, and continued support in utilizing the Student Information System (SIS).

**DISTINGUISHING CHARACTERISTICS:**

Under general direction, the Technical Assessment Specialist is responsible for providing District-wide training and support in the area of student assessment as related to district, state testing system assessments, and the Smarter Balanced Assessment Consortium (SBAC) assessments. The Technical Assessment Specialist position requires a greater variety of responsibilities and technical experience.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)**

Organize, plan, and conduct professional development to support school principals and staff with SBAC testing and implementation. **E**

Provide training and support for the district and school sites with the SBAC administration log-in systems and the Test Information Distribution Engine (TIDE) checking student lists, accommodations, and teacher/class lists. **E**

Facilitate trainings and offer technology support to school sites to support SBAC testing (knowledge or technology requirements, tools, and check connectivity.) **E**

Carry out trainings and workshops utilizing a multitude of technology and data analysis tools that requires a high level of proficiency and expertise with training resources. **E**

Acts as a resource for the District in areas of expertise with administration set up and support during the administration of the SBAC assessments. **E**

Partake in the planning, training, administering, and processing of other California Department of Education mandated assessments. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations. **E**

Provide training and professional development on the data systems and processes related to data collection, monitoring, analysis, and reporting for the Student Information System. **E**

Assist school sites in the establishment of accountability mechanisms by helping schools set goals, benchmarks of success, and an assessment timeline for their overall assessment, research, and evaluation strategies. **E**

Attend workshops, trainings, and conferences to remain current with district initiatives, educational research, and technology related to Assessment, Research, and Evaluation. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Assessment, Research, and Evaluation. **E**

Provide ongoing support for the use of department or position-specific programs with the Student Information System. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in Education, Information Technology, Business Administration, or related degree and three years of experience in assessment, research, statistical, or accounting work. On-line testing experience is preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; and Administrative Credential preferred.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Effective management practices and supervision techniques.  
Methods and processes of statistical analysis and data reporting.  
Technical aspects of field of specialty.  
Standardized, performance-based, and other assessments.  
Database systems and data management.  
Computer software applications relevant to educational assessment and research.

Methodology used in educational research design and statistical analysis.  
 Theory and practice related to student learning, program evaluation, and educational measurement.  
 District policies and procedures related to assigned function.  
 Applicable sections of State Education Code.  
 State and federal laws, regulations, and codes dealing with the assessment and evaluation of educational programs.  
 Operate a computer, the Internet, related software, and standard office equipment.  
 School district organization, operations, policies, and objectives.  
 Oral and written communications skills.  
 Interpersonal skills using tact, patience, and courtesy.  
 Health and safety regulations.  
 Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Plan, coordinate, design, conduct, and supervise the assessment, research, and evaluation activities.  
 Provide information to facilitate informed decision-making regarding the improvement of district programs and school site delivery of instruction and other services provided to students  
 Conduct data collection, organization, compilation, analyses, and accurate interpretation of the findings.  
 Plan, implement, and report the results of assessment programs, evaluation, or research studies.  
 Create and maintain assessment databases.  
 Communicate results of assessments, research studies, and evaluations to audiences with varying levels of expertise.  
 Train and supervise the performance of assigned staff.  
 Prepare and deliver presentations.  
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
 Complete assignments successfully with a minimum of direction and supervision.  
 Obtain maximum cooperation and rapport with departmental and other district employees.  
 Maintain a high level of objectivity, and provide quality information to facilitate decision-making at all levels.  
 Conduct library research, develop evaluation instruments, and use statistical procedures to gather, analyze, and interpret data.  
 Communicate orally and in writing to audiences of varying levels and consult in matters of evaluation results.  
 Collaborate with school staff, district staff, and outside agencies on research and evaluation design and data needs.  
 Operate a computer and related software.  
 Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and occasional warehouse environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift and carry light objects.

**APPROVALS:**

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Ken A. Forrest, Chief Business Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date