

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: PROGRAM EVALUATION ASSISTANT

BASIC FUNCTION

Under general supervision, to provide clerical and technical assistance related to the District's student testing programs; to ensure the integrity of information in the District's database; to compile and distribute reports and survey information results; to provide clerical support for department activities and programs; to act as a liaison with schools and district departments concerning the district's testing activities; statistical data collection and summarization; to collect and summarize statistical data; to perform assigned clerical duties and do other related work as required. Incumbents in this job classification provide technical and program data support that ensures integrity of the information in the District's database, including student information, which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Assists District staff members in maintaining testing timelines, security of tests, solves procedural and processing problems, issues and concerns
- Downloads student information/results from various websites to upload into District's various databases
- Attends meetings to provide information and to answer questions or allay concerns
- Writes queries as needed or requested
- Gathers data, conduct research and survey information as requested or required
- Provides technical assistance with data gathering, statistical analysis, and displays of data related to student testing/evaluation
- Creates and extracts reports from data systems
- Oversees the distribution of testing materials and the collection and processing of completed tests
- Monitors submission of required information and activities related to the testing program
- Collects and maintains results of testing activities
- Communicates with District and school staff relative to necessary data required by state and Federal laws and regulations related to testing and/or other aspects of department operations
- Designs and produces displays for reports and presentations using a variety of computer software programs
- Serves as liaison between the district staff and the vendors or technicians
- Prepares written materials from drafts documents; composes routine correspondence
- Maintains a variety of department files, records and databases to ensure availability of testing information for review and analysis
- Monitors and responds to office telephone calls; communicates with a variety of internal and external individuals
- Works with service vendors to develop specialized modifications in the students' database system
- Performs other duties related to the class as assigned

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JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate standard office machines and equipment
- Operate assigned computer and software
- Prepare and maintain accurate records

Knowledge of:

- General terms, procedures and practices used in students testing/evaluation and assessment
- Basic research and statistical methods and techniques
- Methods, procedures, and techniques pertaining to various aspects of data processing application operations
- Basic math, including calculations using fractions, percentages and/or ratios
- Computer data input and retrieval
- Letter and report writing
- Principles of effective communication
- Modern office methods, procedures, and techniques
- Federal and State laws and regulations related to department activities
- Student information system data input and report retrieval
- Productivity software, including word processing, spreadsheet and database

Ability to:

- Organize diverse data and prepare clear, concise, and accurate reports using appropriate software programs
- Read, comprehend and apply provisions of federal, state and district regulations
- Communicate complex information effectively over the telephone
- Perform general clerical work with speed and accuracy
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions with minimal direction and supervision
- Establish and maintain positive and effective working relationships
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures, and change of software programs
- Perform positive customer service skills, being courteous and respectful
- Meet deadlines and schedules; set priorities
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Respond to questions about data from a variety of consumers
- Keyboard at an acceptable rate of speed

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PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, an incumbent must have the ability to do substantially all of these activities. If someone can do light work, it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Three (3) years of increasingly responsible clerical/secretarial experience including research, analysis and evaluation techniques and experience with a variety of computer program applications.

Education:

Equivalent to the completion of High School supplemented by training in computer systems, data control, storage and retrieval systems, record management, and general office practices.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possess and maintain a valid First Aide Certificate
- Possess and maintain a valid California Driver’s License along with evidence of insurability