



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 5074
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt
Union Representation: Represented**

Assessment Coordination Technician

GENERAL PURPOSE

Under general supervision, maintains and prepares a variety of technical, specialized, and statistical assessment-related records and reports; designs, develops, and manages related databases; oversees and participates in the receipt and distribution of a variety of federal and state-mandated and other assessment tests to be administered at school sites; provides technical and specialized information and assistance regarding assessment testing to assigned school site administrators and staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Assessment Coordination Technicians are responsible for compiling, analyzing, and researching designated data and information, as well as preparing and maintaining comprehensive assessment and testing records and reports for distribution to a variety of site administrators and staff. Additionally, the incumbent develops, manages, and maintains specialized databases of assessment testing records and provides technical assistance and support to a wide variety of internal and external contacts. Assigned work requires an in-depth understanding of relevant federal and state laws and regulations, as well as testing and assessment protocols, practices, and procedures, and the ability to maintain, understand, interpret, and clearly explain detailed technical assessment related data and information. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures, and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Perform with a significant degree of independent accountability difficult technical and administrative work in data/information compilation, analysis, and research, as well as preparation and maintenance of comprehensive records/reports for a variety of site administrators and staff; and research, compile, disaggregate, manipulate, analyze, organize, and interpret a variety of routine to complex statistical and/or technical data and information.
2. Produce, update, maintain and distribute a variety of comprehensive and specialized reports; and follow established procedures to maintain confidentiality and security of pertinent data and information, including test results, confidential student records, and other information.

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3. Develop and manage testing schedules for schools, ensuring testing timelines align with state regulations. Generate reports on test participation, completion rates, and any technical difficulties encountered during testing for analysis and improvement purposes.
 4. Design, develop, manage, oversee, monitor, access, utilize, and update specialized databases to maintain assessment testing records; review and audit student and demographic information; and identify and correct or ensure correction of issues, errors, omissions, and discrepancies in compliance with established state and federal requirements and accountability systems.
 5. According to established state and OCDE requirements, oversee, supervise, and participate in the receipt and distribution of testing materials; oversee, monitor, and accept delivery of testing materials from publishing sources; coordinate and participate in inspection, shelving, and/or processing of newly received testing materials; and identify receiving errors/issues and notify/follow-up with publishing contacts to ensure issues are appropriately rectified.
 6. Enforce and follow established procedures to protect confidentiality and security of testing materials; count, sort, organize, pack and prepare assigned testing materials for distribution to school sites; and collect, inspect, account for, and re-pack assessment/testing materials for shipment to state.
 7. Provide a wide range of technical testing administration and results-oriented information and expertise to school site staff in the interpretation and application of data and information to improve instruction; interpret report outcomes and results for school site administrators, staff, and others; respond to requests for routine to non-routine information and complaints; research and take or recommend action to resolve issues; and participate in assessment and testing training meetings.
 8. Prepare and submit comprehensive reports on assessment results to state education authorities, schools, and districts, providing insights for educational improvement and policy decisions.

OTHER DUTIES

1. Attends a variety of meetings, conferences, workshops, seminars, and training sessions.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, rules, requirements, guidelines, terminology, and procedures applicable to testing and assessment coordination and administration.
2. Assessment and test administration tools, equipment, forms, and reports.
3. Principles, practices, and methods used to prepare and present clear and comprehensive reports of assessment and testing data.
4. Advanced uses of database and other software to create and maintain documents and materials requiring the interpretation and manipulation of data.
5. Correct English usage, including spelling, grammar, and punctuation.
6. Administrative practices and procedures, including recordkeeping and filing practices and procedures.
7. State and federal testing regulations, policies, and guidelines.

Ability and Skill to:

1. Interpret, apply, explain, and reach sound decisions within scope of authority in accordance with testing and assessment regulations, policies, and procedures.
2. Prepare, maintain, and submit clear and concise reports; communicate clearly and effectively, orally and in writing.
3. Organize, set priorities, take initiative, and exercise sound independent judgment within areas of responsibility.
4. Deal with sensitive and difficult situations.
5. Operate office equipment, including computers and software applications and design and maintain specialized databases to support assessment record maintenance.
6. Establish and maintain effective working relationships with administrators and staff, school site administrators, teachers, staff, external district representatives, and others encountered in the course of work.
7. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from an accredited college or university with an associate's degree in education, social sciences, or a related field and two (2) years of academic assessment experience; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 50 pounds. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame.

Must pass a pre-employment physical examination related to job duties and assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and

meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees work under typical office conditions, and the noise level is usually quiet. The employee also occasionally works in a warehouse-type environment, performing and overseeing testing material distribution and receiving duties.