



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

**Class Code: 5074  
Date Adopted: July 1, 2008**

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

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## **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 receipt and distribution of a variety of federal/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/testing records/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/assessment protocols, practices, and procedures and the ability to maintain, understand, interpret, and clearly explain large volume, 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**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Performs 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; researches, compiles, disaggregates, manipulates, analyzes, organizes, and interprets a variety of routine to complex statistical and/or technical data and information; produces, updates, maintains and distributes a variety of comprehensive and specialized reports; follows 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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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

2. Designs, develops, manages, oversees, monitors, accesses, utilizes, and updates specialized databases to maintain assessment testing records; reviews and audits student and demographic information and identifies and corrects or ensures correction of issues/errors/ omissions/discrepancies in compliance with established state and federal requirements and accountability systems.
3. According to established state and OCDE requirements, oversees, supervises, and participates in the receipt and distribution of testing materials; oversees, monitors, and accepts delivery of testing materials from publishing sources; coordinates and participates in inspection, shelving, and/or processing of newly received testing materials; identifies receiving errors/issues and notifies/follows-up with publishing contacts to ensure issues are appropriately rectified; enforces and follows established procedures to protect confidentiality and security of testing materials; counts, sorts, organizes, packs, and prepares assigned testing materials for distribution to school sites; collects, inspects, accounts for, and re-packs assessment/testing materials for shipment to state.
4. Provides 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; interprets report outcomes and results for school site administrators, staff, and others; responds to requests for routine to non-routine information and complaints; researches and takes or recommends action to resolve issues; participates in assessment/testing training workshops, meetings, and conferences, as assigned.

## **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/assessment coordination and administration.
2. Policies and procedures related to areas of responsibility.
3. Assessment and test administration tools, equipment, forms, and reports.
4. Principles, practices and methods used to prepare and present clear and comprehensive reports of assessment/testing data.
5. Advanced uses of database and other software to create and maintain documents and materials requiring the interpretation and manipulation of data.
6. Correct English usage, including spelling, grammar, and punctuation.
7. Administrative practices and procedures, including record keeping and filing practices and procedures.

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**Ability to:**

1. Interpret, apply, explain, and reach sound decisions within scope of authority in accordance with testing/assessment regulations, policies, and procedures.
2. Prepare, maintain and submit clear and concise reports.
3. Organize, set priorities, take initiative, and exercise sound independent judgment within areas of responsibility.
4. Operate office equipment, including computers and software applications.
5. Design and maintains specialized databases to support assessments record maintenance.
6. Communicate clearly and effectively, orally and in writing.
7. Deal with sensitive and difficult situations.
8. 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
9. 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 closely related field; and at least two years of progressively responsible 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, and balance to open file cabinet drawers and access materials; climb a ladder; and lift up to 50 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

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### **Physical Demands (cont.)**

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Must pass a pre-employment physical examination related to job duties/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 complex data, information and documents; analyze and solve problems; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with frequent interruptions; and interact with OCDE and district management, staff, external agencies, and others 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 the 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 materials distribution/receiving duties.