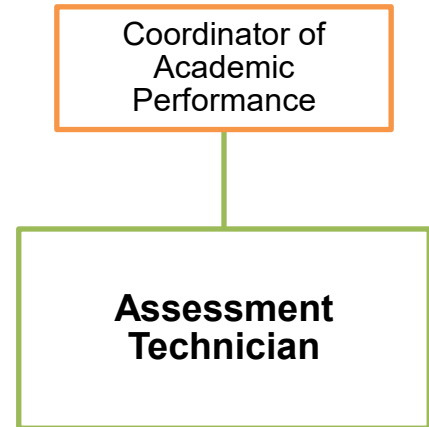


## ASSESSMENT TECHNICIAN

<b>Job Title:</b>	Assessment Technician
<b>Initial:</b>	May 13, 2021
<b>Revised:</b>	August 25, 2023
<b>Work Year:</b>	Full Year
<b>Office:</b>	Education Office
<b>Department:</b>	Learning Services
<b>Reports To:</b>	Coordinator of Academic Performance
<b>FLSA Status:</b>	Non-exempt
<b>Pay Range:</b>	Educational Support Personnel Range 10

### Related Organization Chart



**POSITION SUMMARY:** The Assessment Technician is responsible for supporting all functions of district administered and state-required assessment administration and reporting to ensure effective and efficient practice.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Support the District Assessment Coordinator with all aspects of state assessment administration including:
  - Distribution, organization and storage of materials;
  - Maintenance of accountability for state assessment resources and documents; and
  - Support with training and customer service for system users.
- Maintain required documentation and verify completions (e.g., chain of custody, verification of training, confidentiality agreements, verification of removal, opt-out logs, and assessment coding spreadsheets).
- Provide a high-level of customer service and support to schools including enabling access to academic systems, resetting passwords, and fielding user questions.
- Maintain electronic and manual records for data entry across multiple academic and assessment systems (e.g., READ/ MTSS Plans, Amplify, ST Math, Lexia, Destiny, myON, , Star 360).
- Keep historical assessment records, reference materials, reports and correspondence.
- Conduct accuracy checks and correct discrepancies in academic assessment systems, according to established policies and procedures.
- Build ad hoc reports for specific inquiries.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Performs other related duties as assigned.

**Supervision & Technical Responsibilities:** This position does not supervise other employees.

**Budget Responsibility:** This position does not have any direct budget responsibility.

## QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### Education & Training:

- Associate's degree or applicable training in related field.

### Experience:

- A minimum of five (5) years of experience in related profession preferred.

### Knowledge Skills & Abilities:

- Knowledge of Colorado laws and regulations related to data and assessment reporting.
- Operating knowledge and experience with office equipment and computer skills.
- Ability to communicate effectively verbally and in writing.
- Demonstrates customer service skills.
- Ability to initiate problem-solving tasks.
- English Language skills required.

### Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

## OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** Occasionally required to travel to schools, and other district sites for training and distribution of materials. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:** The noise level in the work environment is usually moderate. While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, synthesize, use interpersonal skills, and compile.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*