

East Side Union High School District

Job Title: Testing Technician

Description of basic functions and responsibilities:

To assume operating responsibility for district test distribution, test scoring processes and test inventory; applies established control procedures in the maintenance of a secure testing program; orders and provides for delivery of established test output requests and departmental needs; provides in-service relating to routine test processing activities; charts and graphs test data on a variety of computer software; maintains departmental records and supplies; and performs varied clerical work.

Supervisor: As Assigned

Typical Duties:

Insures that test materials are received from test providers, sent to and received from schools in accordance with established timelines and procedures which include the movement of boxes of testing materials from the warehouse or storage bin to the test staging area and then returning them

Assists with and/or oversees the processing of answer sheets

Initiates the production of routine test reports including the charting and graphing of results using computer spreadsheet, graphing, and presentation programs, checks for their completeness and accuracy, and distributes reports to the schools

In-services individuals or small groups of District personnel on proper procedures for insuring accurate data

Maintains inventory of test materials and orders needed replacements

May operate various data processing equipment

Packages and mails outgoing materials

Performs routine administrative details not requiring the immediate attention of the assigned department/program manager

Types a wide variety of materials, such as letters and interoffice communications

Monitors and maintains accounts providing running balances and gathers data for financial reporting and budgetary purposes which may be maintained on computer spreadsheets

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Acts as office receptionist: answering telephones, making appointments; receiving and responding to public and district inquiries and giving assistance and information whenever possible

Receives and resolves complaints utilizing knowledge of departmental/program policies, procedures, rules, and requests

Attends meetings, takes minutes, transcribes minutes and distributes minutes as directed

Maintains accurate and detailed calendar of events, due dates, and schedules and independently initiates needed procedures

Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance

Orders, stores, and issues supplies and materials

Develops or assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of needed information for specialized programs and functions

Performs related duties as required

Employment Standards

Knowledge of proper office methods, techniques and practices including filing systems, business correspondence, receptionist, and telephone techniques

Knowledge of financial accounting and record keeping methods, practices, and requirements

Knowledge of proper English usage, grammar, punctuation, vocabulary, and spelling

Ability to learn the operations, procedures, policies, and requirements of the assigned unit and apply them with good judgment in a variety of procedural situations

Ability to understand and carry out a variety of oral and written instructions independently

Ability to type accurately at a rate required for successful job performance

Ability to assemble, organize, analyze and present data in an effective and useful manner using various computer spreadsheet, word processing, graphing and presentation programs

Ability to communicate effectively in both oral and written forms

Possession of a valid California driver's license

Ability to meet the physical requirements necessary to safely and effectively perform required duties

Ability to establish and maintain effective work relationships