

## **SUPERVISOR, TECHNOLOGY & ASSESSMENT**

### **Range 46, Supervisory Salary Schedule**

#### **BASIC FUNCTION:**

Under the direction of the appropriate assistant superintendent or designee, formulates and administers a comprehensive up-to-date program of applied technology and assessment; and to do other related work as required.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Scores, conducts statistical analysis, and reports results of assessments to schools and district.
2. Manages databases and prepares reports for schools and district.
3. Prepares and monitors the completion of district and state required forms for assessment.
4. Conducts statistical analysis of data from district, state, and federally funded projects and prepares periodic evaluation reports for school and district administration.
5. Conducts statistical analysis of data from district programs located at a variety of schools and prepares periodic evaluation reports for school and district administration and annual reports for the state.
6. Plans surveys and other data collection procedures for district, state, and federally funded programs.
7. Carries out supervisory and evaluation responsibilities in accordance with district policy and procedures.
8. Receives, sorts, and files materials; posts data in written and/or electronic form.
9. Operates a computer to input data related to assigned activities.
10. Instructs personnel on how to perform the tasks related to technology and assessment.
11. Performs other related duties as assigned.

#### **JOB REQUIREMENTS AND QUALIFICATIONS:**

1. High school diploma or equivalent education plus a Bachelor's Degree, or a minimum of two years toward a Bachelor's Degree in progress.
2. Possession of a valid California Motor Vehicle Operator's License.
3. Knowledge of mainframe and microcomputer applications in education, word processing, spreadsheet, and data base programs.
4. Knowledge of Internet and general applications software related to assigned activities.
5. Knowledge of basic office methods, practices, and procedures involving the use of computer technology and related equipment.
6. Knowledge of correct English usage, vocabulary, grammar, spelling, and punctuation.
7. Knowledge of basic arithmetic concepts and record keeping techniques.
8. Knowledge of policies, regulations, and procedures related to district testing and evaluation.
9. Knowledge of statistical skills necessary to carry out required analysis.
10. Knowledge of educational tests and measurements.
11. Ability to read, comprehend, and apply general instructions and related technical program information.
12. Ability to understand and follow oral and written directions.
13. Ability to establish and maintain cooperative working relationships.

#### **PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- ◆ Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- ◆ Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

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

#### **LICENSE, CERTIFICATIONS, BONDING, AND/OR TESTING REQUIRED:**

TB Test Clearance; Criminal Justice Fingerprint Clearance; Bloodborne Pathogen Training; appropriate California Driver License; Bachelor's Degree or proof of a minimum of two (2) years toward a Bachelor's Degree in progress.