



NEW: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	TECHNICIAN ASSESSMENT SUPPORT
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	A
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8639
BARGAINING UNIT:	CLAA

**SCOPE OF RESPONSIBILITIES**

Assumes responsibility for ordering, receiving, stocking, shipping (to schools) and warehousing tests and test related materials used by the District. Participates in processing of answer documents and distribution of reports to schools.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Leads the support staff in the performance of routine and assigned work
- Coordinates work assigned to the hourly support staff to ensure deadlines are met and produced work is accurate
- Coordinates training for support staff
- Maintains accurate records and provides data reports to appropriate personnel
- Performs data quality control duties as required
- Keeps accurate and up-to-date inventory of tests and related materials
- Receives tests and related materials and stocks them appropriately
- Distributes tests and related materials to schools
- Coordinates special delivery of secure testing materials
- Serves as primary forklift operator for the unit
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

**MINIMUM QUALIFICATIONS**

- High School diploma or G.E.D.
- Experience with warehouse work (receiving, stocking, shipping)
- Experience with distributing materials
- Experience or ability to operate a fork lift
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- College or post-secondary education
- Ability to work well in a team situation and relate well with others
- Efficient time management skills

Experience in a diverse workplace