



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	TECHNICIAN ASSESSMENT SUPPORT
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	260 DAYS
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