

Job Description

Job Title: **Assessment Clerk**
 Job Family: **Learning Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **October 2013**

Job Code: **1336**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 18**
 Typical Work Year: **10 months**

SUMMARY: Responsible for the preparation and distribution of State Assessments. Perform clerical tasks in support of the Colorado Student Assessment Program (CSAP), Colorado Student Assessment Program Alternate (CSAP-A) and Colorado English Language Assessment (CELA). Download test data from Infinite Campus (IC) to verify accuracy. Prepare materials and documents for distribution for all State Assessments. Provide communication with staff and schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist District Assessment Coordinator in preparing materials for Colorado State Assessments (TCAP, COALT and ACCESS). Prepare documents for District schools, generate labels, distribute materials to schools and organize check-in. Check, count and box student test booklets to be sent to Colorado Department of Education. Answer questions from Assessment Coordinator, teachers and principals regarding assessment testing and troubleshooting.	A	55%
2. Review and check-in student District Assessment scan sheets with Assessment Coordinator to verify information on scan sheets is accurate and make corrections as needed.	W	5%
3. Compile data and export to District Assessment Coordinator so data can be imported into Scholars mart.	Q	5%
4. Assist District Assessment coordinator with distribution of Assessment results to school administrators. Produce and deliver data and Assessment related reports to schools.	W	5%
5. Provide administrative support for the department. Including but not limited to: schedule meetings, generate requested reports, payment of invoices, yearly summary reports. Enter and retrieve data from the district financial system for department budgets, accounts, and department Purchasing cards. Participate in district, building or department special projects.	W	15%
6. Assist Assessment and Accountability Director with support of Charter Schools.	W	10%
7. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of one year of experience in administrative support such as office and secretarial work, word processing or bookkeeping.
- Minimum of one year of experience using databases and spreadsheets. Experience with assessment software preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Intermediate computer software skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel and Access.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of scanner and testing software required within 1 month after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Assessment and Accountability Director	110622

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Enter and retrieve data from the district financial system for department budgets, accounts, and department Purchasing cards.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	