

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

JOB TITLE:	Assessment Technical Assistant	WAGE/HOUR STATUS:	Nonexempt
REPORTS TO:	Coordinator of Data	PAY GRADE:	770
DEPT./SCHOOL:	Assessment and Accountability	DATE REVISED:	01/26/2012

PRIMARY PURPOSE:

Provide technical support services for the Assessment Department with all local and state assessments. Perform test scanning services, data entry, quality control, and maintenance of data files with district and testing services. Provide timely and efficient services to all campuses and administrative departments.

QUALIFICATIONS:**Education/Certification:**

High School graduate. Two years technical college or associate degree preferred.

Special Knowledge/Skills:

Proficient on using MS Windows computers.
Advanced knowledge of Microsoft Excel.
Experience with Microsoft Access databases.
Strong organizational, communication, and interpersonal skills.
Ability to meet established guidelines, maintain accurate records.
Ability to multi-task and follow through to completion.
Ability to produce reports using data maintained.
Willingness to execute written employment contract with Plano ISD.

Experience:

Two years of related experience preferred.

MAJOR RESPONSIBILITIES AND DUTIES:

- Provide online, telephone, and in-person assistance to campuses on testing related questions.
- Efficiently operate district test scanners to scan and score, Semester Exam, CogAT, Credit-by Exam, and other tests.
- Assist in preparing data requirements for state testing.

- Assist the district test coordinator to maintain state required online data management systems.
- Perform data extracts from student database systems to prepare for assessment needs.
- Perform data imports and exports from MS Access and Excel databases.
- Maintain inventory of data files.
- Take the initiative to develop professional skills appropriate to job assignments.
- Demonstrate behavior that is professional, ethical, and responsible.
- Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.
- Follow attendance policy as assigned by supervisor.
- Perform other functions that may be assigned by the Administration and/or supervisor.
- Demonstrate awareness of district-community needs and initiate activities to meet those identified needs.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent districtwide travel. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by _____

Date _____

Reviewed by _____

Date _____