

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Assessment Technical Specialist	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Assessment	Pay Range:	790
Dept./School:	Assessment, Research, and Program Evaluation	Date Revised:	03/24/2021

Primary Purpose:

Provide technical support services for the Assessment Department with all local and state assessments. Provide timely and efficient services to all campuses and administrative departments.

Qualifications:

Education/Certification:

High School diploma or equivalent

Two years technical college or associate degree (preferred)

Microsoft Office certification, specifically in Excel and Access (preferred)

Special Knowledge/Skills:

Ability to use personal computer and software such as word processing, spreadsheets, and databases

Strong organizational, communication, and interpersonal skills

Ability to meet established guidelines, maintain timelines, set appropriate priorities, multi-task, maintain accurate records, great attention to details and produce reports using data maintained

Experience:

Two years of related experience (preferred)

Major Responsibilities and Duties:

Provide assistance to campuses regarding technical issues related to test administration and reporting

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

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Perform data imports and exports from MS Access and Excel databases

Maintain inventory of data files

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent districtwide travel; frequent standing, stooping, bending, kneeling, pushing, and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds; work prolonged or irregular hours

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 03/24/2021

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. District administration and/or my supervisor has 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.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____

Date: _____