



Classified Job Description

CSEA Approved: October 4, 2022
NJUHSD Board Approved: October 5, 2022

Position Title:	District Services & Testing Technician
Contract Term:	12 months
Salary Range:	24

GENERAL DEFINITION:

Coordinates accountability and testing related to state and federal programs and related data entry. Performs a variety of clerical duties with an emphasis on computer and student information system skills. Serves as the receptionist to the District Office.

UNDER SUPERVISION OF:

Chief Business Official or Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Greet visitors and answer incoming calls at the District Office.
2. Provide clerical support to Business Services and Human Resources.
3. Process and maintain documents for imaging and image retrieval.
4. Works with sites to coordinate district-wide testing programs, including, but not limited to state testing, college entrance testing, advanced placement testing, foreign language testing.
5. Collects and reports pertinent data as needed, i.e. Healthy Kids survey.
6. Assists with the collection and reporting of data related to federal and state and district accountability targets, including data related to dual enrollment and CTE completion.
7. Supports the training of employees at district sites in test administration as needed, including ability to access computer testing information, testing configuration relating to staff, and relevant reporting.
8. Maintains data and generates related reports for state and federal accountability purposes, including supporting or inputting data to the Student Information System (SIS).
9. Works with sites to ensure proper identification and integrity of data of special populations for the purpose of test pre-identification and reporting (EL, economically disadvantaged, CTE, GATE, Title I, foster youth, special education, etc.).
10. Supports district staff in providing current and historical federal, state and local accountability data.
11. Responsible for child nutrition program applications and reporting.
12. Basic data input including, but not limited to encumbering of purchase orders.
13. Prepares and monitors all district accounts receivable/billing.
14. Corresponds with feeder schools and non-public schools regarding testing data and student special population participation.
15. May support distribution of correspondence including bulk mailings.
16. May provide as backup to Delivery Person in event of short term absence.
17. Must be able to meet and interact positively with employees and parents/guardians in routine and stressful situations, which require tact, discretion, and courtesy.
18. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

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.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent. Some college courses preferred. Previous experience with test format, administration, scoring and interpretation or equivalent experience, preferably in a school environment.

CERTIFICATES AND LICENSES

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, graphics, and database management software. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS:

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.