

JOB DESCRIPTION Pleasanton Unified School District

ASSESSMENT ANALYST

Purpose Statement:

The job of Assessment Analyst, under the direction of the Coordinator of Assessment assembles, schedules, processes, verifies, and formats data of student demographic results from standardized and local assessments and administers testing programs to meet and support Local Control Accountability Plan (LCAP). In addition provides district systemic programs (i.e. student information system, student data system, etc.); researches, evaluates and analyzes assessment processes and resulting data using statistical measures and research methods for sites, administrators, and the Board; designs, prepares, and presents research and evaluative reports on student and program performance in order to compare the general population to subgroups supported by LCAP supplemental funding.

Essential Functions:

- Coordinate, plan, schedule, process and administer district-wide TK-12 testing programs; assure compliance with applicable laws, codes, rules, regulations and the LCAP required metrics.
- Facilitate meetings and identifies resources to achieve the LCAP supplemental funded goals.
- Assist with the data analysis necessary to determine student services and support initiatives/programs to meet student needs with particular focus on students supported by LCAP supplemental funding.
- Verifies and prepare assessment data for import into pre-identification layouts and data warehouse programs.
- Complete data review and corrections for local and state testing programs. (Benchmarks, CELDT, reclassification)
- Evaluates and interprets student test results utilizing detailed knowledge of research procedures and practices, including basic psychometric and other assessment quality standards (i.e. validity, reliability, item calibration).
- Plan and conduct evaluation and research studies of educational programs related to LCAP. and coordinates research, data collection, and state-mandated assessment reporting and compliance projects and program activities as called for in LCAP supplemental activities.
- Assist in the preparation and administration of large and small-scale research and evaluation studies for the department, including student/demographic results in order to compare the general population to subgroups supported by LCAP supplemental funding.
- Perform a variety of technical services involving analysis, auditing, and the development and maintenance of complex databases related to evaluation and assessment.
- Perform a wide variety of projects such as surveys, listening campaigns, presentations and in-house requests as assigned; input information into computerized databases and generate a variety of reports and lists; collect and compile information, documents and data from files and records to be included in reports and presentations.
- Communicate with other departments, district staff and outside organizations regarding department operations, activities, policies and procedures..
- Composes correspondence.
- Conceptualizes, develops, field tests and psychometrically evaluates district assessment forms, related rubrics, scoring processes and procedures.

Other Functions

- Participates in meetings, workshops, conferences, seminars, and webinars as assigned for the purpose of conveying and/or gathering information.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job

include: operating standard office equipment using pertinent software applications: preparing and maintaining accurate records.

KNOWLEDGE is required to perform mathematical operations; read technical information, compose a variety of documents, and/or facilitate group discussions; solve practical problems. Specific knowledge required to satisfactorily perform functions of the job includes: computer programs and skills.

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; use basic, job related equipment using standardized methods. Work with data utilizing defined but different processes. Work with a diversity of individuals and/or groups. Problem solving is required to identify issues and create action plans. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing priorities; meeting deadlines and schedules; working with detailed information/data; presenting information to individuals and/or groups.

Responsibility

Responsibilities include: confidentiality; working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring progress. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job Related experience is required.

Education Bachelor's Degree and/or equivalent experience preferred.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

Valid Driver License and Evidence of Insurability

Continuing Education/Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Board Approved 6/23/15

Salary Grade

30