

ADMINISTRATIVE ASSISTANT – TESTING AND DATA

BASIC FUNCTION:

Under the direction of a district administrator, perform a variety of technical, statistical, data manipulation, and student data studies; coordinate all state mandated testing and district benchmark assessment scoring and reporting; administrative assistance and support functions to relieve the administrator of administrative detail; provide support for district budget development for testing and data analysis. This position will also be cross trained with the Administrative Assistant – Student Services offering additional support when needed.

REPRESENTATIVE DUTIES:

Testing:

- Respond to correspondence and inquiries from the publisher in a timely manner and as provided in the publisher's instruction; acquire and distribute tests and test materials in a secure manner to school test sites.
- Coordinate meetings, provide training oversight, order, inventory and return testing materials.
- Coordinate Home and Hospital student testing.
- Mail student test results, monitor returned student results mail and attempt to locate new address.
- Complete apportionment reports, track test expenses (personnel, supplies, etc.).
- Coordinate district testing requirements with school sites regarding timelines, test security, and testing procedures.
- Benchmark Assessments: preparation of tests, ordering of supplies, coordinate with IT Department to ensure data is recorded in Aeries and reported to appropriate district and school site staff

Data Development and Analysis:

- Assist in developing, adapting, and demonstrating of assessment programs to meet special district needs; collect and analyze all necessary data for program requirements for district, state and federal programs.
- Execute queries, reports and other routines using the student data system; scan results into student databases; append or edit test results or interventions in student records in student databases; design graphs/charts to support evaluation findings.

Other Duties:

- Assist in processing, filing and follow-up on purchase requisitions and purchase orders.
- Obtain and provide information to staff and the public where judgment, knowledge and interpretation of policies and regulations, and district functions and programs are required; make decisions regarding procedural matters within the scope of responsibility.
- Compose, prepare and assemble materials such as routine correspondence and agenda items.
- Research, collect and compile statistical, financial, or other diverse and specialized information; provide data to answer specific action research questions.
- Review and check documents for completeness, accuracy and conformance with applicable rules/regulations and procedural requirements.
- Monitor budgets; initiate budget transfers; keep administrator informed of budget balances and projected needs.
- Coordinate and schedule appointments, arrange meetings and make travel arrangements; oversee the master calendar as assigned.
- Attend meetings, workshops and training conferences, and assume other responsibilities as assigned.
- Maintain office equipment in proper working condition; arrange for repairs or supplies as needed.
- Receive mail and refer matters in order of priority; screen visitors and phone calls.

KNOWLEDGE OF:

Student management systems for the manipulation of student data.
Categorical programs.
State and Federal mandated testing.
Applicable sections of State Education Code, and other applicable codes, laws, rules and regulations.
Budget preparation and maintenance procedures.
Telephone techniques and etiquette.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Statistical procedures and math analysis.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of modern office equipment including computers, fax machines, duplicating machines, etc.

ABILITY TO:

Adjust quickly to frequent changes in state policy (flexibility).
Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed.
Write queries using the student data system to provide information on assessment results.
Detect errors in printed output and troubleshoot query problems.
Participate in budget preparation and maintenance.
Maintain records and prepare reports for district, State and Federal compliance.
Oversee assigned district and school site accounts.
Plan and monitor the district-wide instructional and assessment calendar (including substitute demands).
Work independently with little or no direction.
Understand, interpret and apply programs, policies, rules, objectives and written directions.
Compose correspondence independently.
Perform duties effectively with many demands on time and constant interruptions.
Type 60 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Make arithmetic calculations quickly and accurately.
Establish and maintain cooperative, effective working relationships with diversified staff and public.
Plan and organize work effectively; meet schedules and timelines.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Lift boxes of supplies and materials weighing up to 30 pounds.

EDUCATION AND EXPERIENCE:

Graduation from high school supplemented by training in business office management and four years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read, prepare and review various materials.
Lifting Heavy Boxes of Testing Materials

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Range 26