

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Technical Specialist I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Research, Evaluation & Assessment	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-43/CSEA 125 Salary Schedule

(Former Classification: Computer User Systems Technician I)

BASIC FUNCTION:

Under the general direction of an assigned supervisor, conduct project tasks for State and District assessment systems to identify and implement best practices to assist in the improvement of teaching and learning in classrooms; design, develop and produce assessment materials, reports and forms using computer applications to provide reasonable, timely delivery of professional data analysis services to meet the needs of the District; process assessment materials; perform descriptive statistics on data sets and generate reports using statistical applications.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Provide support and training to users on applicable software related to assigned duties. *E*

Collect, process, organize and enter data to support research and evaluation of student achievement and the viability of projects and programs; generate data necessary to analyze assigned projects, programs or services using applicable software. *E*

Perform tasks for project activities, including preparation of materials, packaging, ordering, delivery, inspecting, scanning and processing assessment results. *E*

Design and produce accurate reports and assessment materials in a reasonable, timely manner to assist sites in decision making that impacts student achievement. *E*

Participate as a member of a project team to accomplish assigned project results; edit of forms and surveys and prepare reports and presentation materials. *E*

Produce descriptive statistical information used in a variety of school and District-level reports; review and validate a variety of reports to ensure accuracy and completeness. *E*

Travel to various District sites to support sites in various assessment processes; communicate in a reasonable, timely manner with other departments, District staff and outside organizations to resolve issues or concerns, exchange information and accomplish assigned projects; provide guidance and clear directions to others; assist schools in accessing data. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level with emphasis on quantitative course work or related field, or two years of experience in data processing, report designing, assessment testing, data analysis, educational research or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Software applications for statistical reporting and analysis.
Computer and scanner operations.
Design tools for assessments, reports, surveys and forms.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Prepare accurate and timely reports and projects with detailed data requirements.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Work independently with little direction.
Plan, prioritize and schedule work to meet schedules and timelines.
Communicate, understand and follow both oral and written directions effectively.
Learn new or updated computer systems/software programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn district organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruption; extended viewing of computer monitor.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; seeing to view monitors; hearing and speaking to exchange information; sitting or standing for extended periods of time; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files and equipment.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions