

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Technical Specialist II	REPORTS TO:	Director, Research, Evaluation & Assessment
DEPARTMENT:	Research, Evaluation & Assessment	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-51/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the general direction of an assigned supervisor, coordinate project tasks for State and District assessment systems to identify and implement best practices to assist in the improvement of teaching and learning to eliminate the achievement gap; design assessment materials using computer applications to provide reasonable, timely delivery of professional data analysis services to meet the needs of the District; process assessment materials; develop and produce assessment materials, reports and forms; 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.)

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 statistical software packages. *E*

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

Cross reference data to ensure data accuracy; recognize problems in source documents and make correction or notify supervisor or designated personnel as needed; provide information and advice on research methods to obtain desired information. *E*

Design and produce forms, 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; support the review of research, evaluation and assessment studies; edit 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*

Communicate in a reasonable, timely manner with other departments, District staff and outside organization to resolve issues or concerns, exchange information and accomplish assigned projects; provide guidance and clear directions to others; assist schools in accessing data. *E*

Provide software application support and training for staff, specific to REA projects.

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, and three years experience in data processing, research and report design.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Software applications for quantitative reporting and analysis.
Computer and scanner operations.
Design tools for assessments, reports, surveys and forms.
Project progress and monitoring techniques.
Statistical interpretation of data output and test and questionnaire development.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Technical aspects of field of specialty.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Establish and maintain cooperative and effective working relationships with a diverse range of people.
Present recommendations and provide clear directions and guidance.
Conceptualize and work at detail levels.
Design research methodologies to meet needs of District and school personnel.
Prepare accurate and timely reports with detailed data requirements.
Communicate, understand and follow both oral and written directions effectively.
Plan, prioritize and schedule work to meet schedules and timelines.
Learn new or updated computer systems and 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; hearing and speaking to exchange information; seeing to view monitors; 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