

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Testing Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Assigned Site	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-34/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under general direction of an assigned supervisor, oversee and perform inventory test distribution, pick-up, processing, scoring, and test control procedures in the maintenance of a secure testing program to meet the needs of the District; query and provide established test results to schools and departments in a reasonable, timely manner; provide in-services relating to test processing.

**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.)**

Oversee inventory test distribution, pick-up, processing, scoring, and test control procedures in the maintenance of a secure testing program to ensure the integrity and credibility of the District's testing process. *E*

Order tests and related testing materials; ensure adequate supply of testing materials to provide reasonable, timely delivery of high quality services to every site, create school packages for test administration at school sites according to established procedures. *E*

Develop schedules for timely pick up and delivery of testing materials from school sites; drive a vehicle to deliver materials to appropriate locations. *E*

Provide in-services related to test processes and procedures. *E*

Sort test booklets according to established procedures; inspect tests for completeness; scan tests; maintain accurate records. *E*

Operate high volume scanner, including development and verification of scanner applications.

Respond to questions regarding testing practices and procedures, extra test materials, or related issues or concerns to meet the needs of the site and students. *E*

Operate various office and warehouse equipment to perform assigned duties. *E*

Communicate with administrators, school staff, vendors and others regarding clarification of testing procedures, test items and test scores. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years work experience including two years working with testing materials.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District testing procedures, practices and proper security of test materials.  
Operation of a computer, high volume scanner equipment, and warehouse equipment.  
Technical aspects of field of specialty.  
Public speaking techniques.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Oversee and perform test distribution, scoring, inventory and test control procedures in the maintenance of a secure testing program.  
Maintain adequate stock of testing materials.  
Provide in-services related to test processes and procedures.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Prepare and deliver in-services.  
Plan and prioritize to meet schedules and time lines.  
Communicate, understand and follow both oral and written directions effectively.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Learn new or updated computers systems and programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Apply integrity and trust in all situations.  
Actively participate in meeting District goals and outcomes.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, climbing step ladders to retrieve materials; sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information; lifting heavy objects; carrying, pushing or pulling boxes and equipment; bending at the waist, kneeling or crouching to retrieve or store materials.

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

*E= Essential Functions*