**Rialto Unified School District** 

## ASSESSMENT SPECIALIST

## DEFINITION

Under the direction of the Director of Research, Testing, and Accountability, provides support for

## ESSENTIAL DUTIES

performs complex and technical clerical work involving reviews and audits of a variety of materials requiring familiarity with policies, practices and procedures of a specific work unit reviews, audits and monitors the development of a variety of technical reports

drafts statistical reports from various data

answers technical questions concerning the work unit's area of responsibility

establishes and maintains alphabetical, numerical, subject matter, and other classification files and catalogs

organizes and coordinates the preparation of documents and records including forms, bulletins, questionnaires, requisitions and a variety of other material, which may be of a highly technical and/or confidential nature

initiates and receives telephone calls

operates a micro-computer to input and extra data from automated information management, storage and retrieval systems

works with school clerical staff and clerical staff from categorical programs to ensure the accuracy and completeness of the pre-identification files for bar-coded State assessments and pre-identified answer documents for local District assessments

develops and troubleshoots pre-identification files for bar-coded State assessments and preidentified answer documents for local District assessments

designs and executes specialized complex queries using a variety of databases and software including but not limited to Microsoft Office Suite programs such as Excel

monitors the integrity of assessment databases

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