

CATEGORICAL SPECIALIST

DEFINITION

Under the direction of the Categorical Programs Office or the Director of Research, Testing, and Accountability, the Categorical Specialist provides direct support to the District and schools in the implementation of No Child Left Behind (NCLB) Act of 2001, which supports student achievement on local District and State assessments.

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d output and troubleshoot query problem in pre-identification files needed for answer
barcode labels; interpret an extensive variety of technical instructions.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- will stand, walk, and sit most of the time, but may walk or stand for brief periods of time
- will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials
- will occasionally be required to work in an environment near moving mechanical parts and where the noise level is moderate

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

EXPERIENCE AND EDUCATION

Experience: Three years of directly related computer experience, networking with personal computers using relational databases is preferred.

Education: Verification of a High School diploma, a GED certificate, or a higher degree.

License Requirement: Possession of a valid California Motor Vehicle Operator's License. Use of a private vehicle is required.

Condition of Employment: Insurability by the District's liability insurance carrier is required.