

PROGRAM EVALUATION ASSISTANT

JOB SUMMARY

Under general direction, relieve the work load of the Program Evaluation Program Supervisor/Administrator by providing technical assistance related to student testing/evaluation and clerical/secretarial support for department activities. Examples of technical assistance provided include acting as liaison with schools and central office concerning testing questions, statistical analysis, and/or other aspects of evaluation. Conduct statistical analyses and prepare summary displays of data associated with student evaluation.

TYPICAL DUTIES

Perform a variety of specialized and technical clerical duties in support of an assigned function or activity. Act as department receptionist, answering phones, greeting visitors, etc.; prepare correspondence independently on a variety of matters; type letters, memoranda, and reports; gather data, research, and survey materials as requested. Refer calls and visitors to proper person. Provide technical assistance in the data gathering, statistical analyses, and displays of data associated with student testing/evaluation. Supervise the distribution of testing materials and the processing of completed tests. Prepare schedules and directions for data gathering; organize data in tabular form, design and produce displays for reports and presentations utilizing a variety of computer software packages (i.e., desktop publishing). Maintain accurate records relative to student testing/evaluation; utilize microcomputer equipment and use computer printouts in the analysis of test data; assist in reviewing and evaluating the aspects of project plans. Communicate with District and school staff relative to necessary data required by state and federal laws and regulations pertaining to student testing and/or other aspects of the departments operations. Provide training and work direction to support personnel as required. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and demonstrated knowledge and skill in the application of evaluation and research techniques, analyses techniques, and statistical procedures and at least three years of increasingly responsible clerical/secretarial experience.

Knowledge of:

General terms, procedures, and practices used in student testing/evaluation; research and statistical methods and techniques; establishing and maintaining a variety of records. Modern office methods and practices, including filing systems, computer data input/retrieval, receptionist and telephone techniques, and letter and report writing. Correct English usage, spelling, grammar, and punctuation.

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Ability to:

Understand, follow, and apply oral and written instructions. Assist in planning and organizing work. Train and provide work direction to others. Maintain cooperative relationships with those contacted during the course of work. Read, comprehend, and apply provisions of federal, state, and District regulations applicable to student testing/evaluation. Conduct research studies involving statistical analysis, including the ability to integrate that information into a database management system. Understand and work within scope of authority. Organize diverse data and prepare clear, concise, and accurate statistical reports utilizing spread sheet software and other software specific to student testing/evaluation process.

PHYSICAL ABILITY

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, bend, stoop, and reach or pull with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to pass a physical examination and drug screen.