



*Our Children, Our Schools, Our Future!*

## Jurupa Unified School District

### **ASSESSMENT MATERIALS SPECIALIST**

#### **DEFINITION**

Under supervision, the Assessment Materials Specialist collects, organizes and scores testing materials submitted by school sites. The Assessment Materials Specialist also accurately assembles required testing materials for distribution to schools. The Assessment Materials Specialist also answers questions regarding specific test procedures and provides other relevant information to school staff. Under supervision, the Assessment Materials Specialist generates testing forms and other communications for school staff.

#### **ESSENTIAL JOB FUNCTIONS**

- Receives, inspects and organizes testing materials in accordance with written rules and regulations.
- Maintains security of testing materials, prior to delivery to schools and upon return.
- Operates automated test scoring equipment.
- Assists Research & Assessment Coordinator in communications with District personnel regarding testing results.
- Assists site administrators, testing coordinators and staff.
- Operates desktop computer systems and software programs.
- Prepares and completes required reports.

#### **OTHER JOB FUNCTIONS**

- Performs other related duties as assigned.

#### **DESIRABLE QUALIFICATIONS**

##### **Knowledge of:**

English grammar, vocabulary and arithmetic;  
Spell correctly, use English properly, and perform arithmetical computations;  
Basic computer usage;  
Office methods, procedures, terms, and equipment.

##### **Ability to:**

Understand and follow oral and written instructions;  
Complete routine tasks accurately and thoroughly;  
Posts information to forms and records;  
Sit for sustained periods of time;  
Alphabetizes, files and re-files cards, records and correspondence;  
Assembles and staples reports, booklets and other materials;  
Perform tedious/time consuming tasks with accuracy;  
Establish and maintain effective working relationships with others;  
Remain flexible under the pressure of a heavy workload;  
Read and comprehend handwritten or typed documents, and the display screen of office machines;  
Demonstrate manual dexterity necessary to operate calculator, typewriter, computer keyboard, and/or other office machines at the required speed and accuracy;  
Searches files and databases for specific information;  
Lift and move loads of up to 40 lbs.;  
Maintain steady, regular attendance.

## **ASSESSMENT MATERIALS SPECIALIST**

### **Experience:**

One year of clerical experience, including filing and general office work and the preparation and maintenance of records.

### **Education:**

Graduation from high school, preferably supplemented by courses in office/clerical practice and procedures.

### **Personal Qualities:**

Affinity for accuracy, willingness to accept responsibility; maturity; capable of working independently, with adaptability and flexibility; capable of advising other employees, staff and the public in matters related to the job.

Personnel Services  
December 18, 2002

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