



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Clerk II (Assessment)**

Position Type: <b>Classified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Deputy Superintendent of Curriculum, Instruction &amp; Assessment</b>
Salary Range: <b>Range 17</b>	
Term of Employment: <b>10 months</b>	Date: <b>June 29, 2017</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Contributes to the efficient operation of student assessment programs.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Inputs and retrieves assessment data as needed.
- Assists in the accurate identification and monitoring of students participating in the State and District program assessments.
- Communicates with the Associate Superintendent of Curriculum regarding problems, solutions and laws governing State and District assessments.
- Communicates and works closely with the Research and Data Department.
- Supports ordering, disbursement and collection of AIMS materials.
- Supports ordering, disbursement and collection of DIBELS materials.
- Supports gifted services assessment cycles.
- Types and revises assessments as needed, including:
  - Newly created assessments aligned to Common Core State Standards.
  - Group B assessments.
- Maintains District testing calendars.
- Maintains current PDF versions of middle and high school finals for ordering from Graphics Communications.

- Communicates testing time frames and ordering deadlines with administrators.
- Arranges for delivery, pick up and storage of Spring and Fall assessments.
- Electronically assigns tests to teachers at all schools, K-12, with proper dates for Math, Science, ELA, Social Studies, World Language, etc.
- Is responsible for taking all teacher and administrator calls and e-mails for the Horizon Helpdesk.
  - Trouble-shoots and problem-solves any difficulties and/or challenges.
- Communicates with Northrup Grumman.
- Communicates with IS&T.
- Organizes tests for homebound teachers on a weekly basis.
- SRI License management for reading assessment.
- Provides professional development to:
  - All teachers who have never used Horizon before.
  - Train all other teachers on use of ETS item bank (Fall/Spring – teacher Horizon leaders from each school).
  - Provide refresher training each Fall as needed.

#### **MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

#### **SUPERVISORY RESPONSIBILITIES:**

- None.

#### **SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Demonstrates the ability to operate specific equipment or tools.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.
- Records management experience preferred.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually quiet.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*