

**BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION**

Job Title: **Technician, Assessment and Planning**
 Pay Program: **Classified Staff / Office Professional**
 Reports to: **Chief of Planning and Assessment**
 Prepared/Revised Date: **January 2008**

FLSA Status: **Non-Exempt**
 Pay Range: **Unit D; Grade 5**
 Work Year: **12 months
261 days**

SUMMARY: Collect, assess and analyze data for district and Colorado Department of Education. Coordinate, plan and organize data and assemble into reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide administrative support by creating, formatting, coordinating and maintaining multimedia presentations, databases, spreadsheets, charts and reports. Coordinate department processes.	D	15%
2. Serve as Administrative Assistant for the Chief of Planning and Assessment, including scheduling appointments, maintaining calendar, processing incoming mail and faxes.	D	10%
3. Hire, train and supervise clerical temps.	D	3%
4. Assist the receptionist area for the office as needed, including answering phones, greet visitors, fulfill requests, process incoming and outgoing mail, fax, order office supplies, schedule appointments and maintain calendars.	D	10%
5. Handle bookkeeping function; maintain budget records, timesheet data entry into payroll system. Process requests from purchasing, warehouse requisitions, and maintain pro-card request payment for invoices.	D	10%
6. Assist with preparation of agendas, coordinate meetings, schedule locations, and order refreshments.	D	2%
7. Compose letters for memos from notes or rough copy. Review final copy of correspondence from proper form and completeness, supply correct spelling, punctuation and grammar for material received from others.	M	2%
8. Assist with the distribution and collection of district-wide assessments. Prepare documents for District schools, generate labels, and organize packaging of materials to schools.	A	20%
9. Assist with answering the CELA and CSAP helpdesks via phone and email.	A	5%
10. Process Assessment materials for return to the scoring company.	A	20%
11. Perform other duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent and a year of additional education or equivalent training required
- More than four years of experience in general office occupations and computer experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

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TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Advanced interpersonal relations skills.
- Advanced math and accounting skills.
- Advanced personal computer, keyboarding and word processing skills.
- Intermediate customer service and public relations skills.
- Intermediate critical thinking and problem solving skills.
- Advanced organizational skills.
- Intermediate ability to manage computer based data and data entry.
- Ability to prioritize tasks.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities, take initiative and work independently.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Basic Bilingual skills (English/Spanish) preferred.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Programs.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, e-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief of Planning and Assessment	103

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			

- Responsible for coordinating projects, addressing complaints and resolving problems.

SAFETY TO SELF AND OTHERS

Keyboard Step stool is recommended.

Wrist rest for computer key board and mouse is required.

Ergonomic chair for desk and computer use is recommended.

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to copy, coordinate, compile and negotiate. Occasionally required to compare, analyze, instruct, compute, and evaluate.