



## STOCKTON UNIFIED SCHOOL DISTRICT

### **CLASS TITLE: RESEARCH EVALUATION TECHNICIAN**

Under general supervision, performs research activities relating to State and District assessment and testing programs; performs tasks relating to the processing of projects through the District information systems department utilizing mainframe and personal computers and related software; and performs other related work as required.

Incumbents in this class are assigned duties related to assessment and testing programs in the Department of Evaluation and Accountability; incumbents are responsible for assisting the administrator with the collection, compiling and maintenance of student records and data. Receives and sorts data for computer processing and accesses appropriate computer programs to generate reports for district and state testing programs and surveys. Calculates scores, and makes minor statistical computations.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Participates in the development of forms and procedures to collect and process data for district and state testing programs and surveys; inputs data on data entry equipment such as disc, scanner, and computer terminals.

- Maintains accurate records of data manipulation; receives, sorts, and records testing and survey materials; inspects material for extraneous marks.
- Communicates with schools to correct or verify accuracy of data received; operates scanners, selecting the appropriate program for each of a variety of documents to produce the desired output.
- Maintains updates and produces reports from data files in the computer, such as competencies, achievement tests, inactive cumulative files, and master course lists.
- Inputs data through item frequency, statistical and summary programs on key to disc data; may provide information or data for programmer needs as programs are being developed.

### **QUALIFICATIONS**

-

#### Knowledge of:

- Procedures and practices required in data processing, data entry and report preparation.
- Operation of standard office equipment such as copiers, personal computers, printers, scanners, and calculators.
- Proper English usage, grammar, punctuation, and spelling.
- Routine arithmetical calculations using addition, subtraction multiplication and division.
- Various software applications, such as Excel, Access, and Microsoft Word.

## Research Evaluation Technician - Continued

Stockton Unified School District

Research Technician\_

### Ability to:

- Operate equipment required to process research data such as scanners, key to disc data entry equipment, adding machines, and calculators.
- Transcribe data, correct tests and calculate scores with accuracy.
- Compile data and produce a variety of reports.
- Establish and maintain effective working relationships with others.

### QUALIFICATIONS

Any combination of education, training and experience equivalent to graduation from an accredited college with an associate degree, including completion of a course in statistics, and one year of experience working with mainframe and personal computers and optical scanners.

CSEA Unit A

Salary Range 39