

**BERRYESSA UNION SCHOOL DISTRICT  
CLASSIFIED POSITION DESCRIPTION**



**JOB TITLE: Assessment Examiner/Clerk**

**Job Purpose Statement/s:** Under the direction of the designated Administrator/Supervisor, the Assessment Examiner/Clerk conducts complex duties requiring independent judgment and analysis. These duties include but aren't limited to providing support and training to ensure compliance with federal, state and local testing administration requirements; providing information and direction as necessary; maintaining student records; inputting required data; facilitating correspondence with parents, employees and outside agencies.

**Essential Job Functions:**

- Administers test and language assessments under the guidance of a classroom teacher or resource teacher for the purpose of evaluating students' abilities.
- Maintains student files/records for the purpose of keeping accurate information.
- Performs record keeping and basic clerical functions, scheduling, copying etc. for the purpose of supporting the maintaining of student records.
- Compile and update data in the existing systems for the monitoring of student related services.
- Responds to staff and public inquiries for purposes of providing information and data.
- Compiles data in various modalities including paper and electronically and researched information gathered related to specific student testing.
- Assists in preparing reports and collection of data needed for administrative decisions that facilitate implementation of District policies and programs.
- Work with various departments to ensure that the data being entered in the systems shared and otherwise are accurate.
- Facilitate training activities as appropriate and directed related to the various testing implementations and requirements.
- File various documents and reports.
- Works positively and collaboratively with a wide range of staff for the purpose of communicating CELDT and other testing information.
- Attends appropriate workshops/conferences for the purpose of ongoing training for improvement of professional knowledge and skills.
- Attends meetings for the purpose conveying and/or gathering information required as appropriate.
- Performs other job related duties as may be assigned.

**Job Requirements - Qualifications:**

*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.*

**Education and Experience Requirements:**

- Associates Degree or equivalent.
- Must have experience with diverse student and community populations.
- Prior job related experience, with increasing responsibility.

**Knowledge & Abilities:**

**KNOWLEDGE OF:**

- Telephone techniques and etiquette.

**BERRYESSA UNION SCHOOL DISTRICT  
CLASSIFIED POSITION DESCRIPTION**



**JOB TITLE: Assessment Examiner/Clerk**

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Skills to operate standard office equipment including use of District identified computer applications; use English in both written and verbal form; use correct spelling, grammar and punctuation.
- Knowledge of standard office equipment, computer software applications to complete essential job functions.
- Modern data management, storage and retrieval systems.
- Effective communication and public and human relations strategies, methods and techniques.

**ABILITY TO:**

- Abilities to interpret and apply District policies, laws, rules, and regulations.
- Assess priority situations and implement appropriate activities without direction.
- Plan, organize, direct and manage office systems.
- Analyze organizational problems, develop alternative solutions and make/recommend sound and timely decisions.
- Work independently with little direction.
- Meet schedules and timelines.
- Operate a computer terminal to enter data, maintain records and generate reports, compose and edit letters.
- Establish and maintain cooperative working relationships.
- Maintain confidentiality of records and privileged information.

**Working Conditions:**

**ENVIRONMENT:**

*The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Indoor
- Office environment
- Subject to occasionally driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

**PHYSICAL DEMANDS:**

*The physical demands described here 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.*

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**BERRYESSA UNION SCHOOL DISTRICT  
CLASSIFIED POSITION DESCRIPTION**



**JOB TITLE: Assessment Examiner/Clerk**

**Licenses, Certifications, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.
- First Aid and Cardiopulmonary Resuscitation Certificates may be required.

**Reports to:** Assistant Superintendent Education Services and/or designated administrator/coordinator/supervisor.

**Work Year:** 12 months

**Salary Placement:** CSEA Salary Schedule  
Range 10

**Evaluation:** Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Classified Personnel and the CSEA/BUSD Agreement.

Board Approved: May 16, 2006  
Revised: June 13, 2006  
Revised: October 1, 2014 (Title Changed)  
Revised: January 17, 2017