EVALUATION AND ASSESSMENT ANALYST BUSDFinal



BERKELEY UNIFIED SCHOOL DISTRICT Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE	Evaluation &	REPORTSTO:	Assigned Supervisor
	Assessment Analyst		
DEPARTMENT/SCHOOL:	Education Services	CLASSIFICATION:	Non-Administrative
			Classified Technical

FAIR LABOR STANDARDS ACT

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software

Serve as a technical resource to personnel concerning proper data collection, analysis and reporting procedures; provide help-desk support in the proper use of assigned computerized systems

OTHER DUTIES

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Statistical techniques and methods utilized in the analysis of information and data

Descriptive statistical terminology, principles and methods

Data control procedures and data entry operations

Applicable laws, codes, regulations, policies and procedures

Operation and use of computer and peripheral equipment including student information system and database management software applications, and database querying languages

Research methodologies and report writing techniques

Research design and program evaluation

Statistical record-keeping techniques

Data verification and integrity procedures

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

Technical aspects of field of specialty

Arithmetic computations

ABILITY TO:

Perform a variety of specialized duties to assure proper analysis and mandated reporting of student assessment data

Develop and implement forms and procedures for data collection and analysis

Compile and analyze test scores and data for special reports

Develop queries to gather and extract data and to generate reports

Serve as a technical resource to others regarding assigned activities

Review and verify repo