



METROPOLITAN EDUCATION DISTRICT (MetroED)  
HUMAN RESOURCES  
760 HILLSDALE AVE, SAN JOSE, CA 95136

---

## Assessment Technician II

February 28, 2022  
Position Control #: 42254

- WHO MAY APPLY:** District is seeking an enthusiastic, high-energy person to be part of the MetroED, Silicon Valley Adult Education Team. See attached job description.
- SALARY:** Classification: CSEA Classified Position  
Range 22 - \$2,996 - \$3,824 per month  
(pro-rated based on FTE)
- SCHEDULE:** Part-time – work year 12 months / .75 FTE  
Monday – Friday / 8:45am – 3:15 pm
- LOCATION:** **MetroED – Silicon Valley Adult Education**  
760 Hillsdale Ave, San Jose, CA 95136
- REQUIREMENTS:** **Education:** High School diploma or equivalent. Completion of 15 units of college-level courses desired.
- Experience:** Three (3) years assessment technician and/or clerical experience. Must be computer proficient.
- REPORTS TO:** Principal of SVAE or Designee
- DEADLINE:** Until Filled
- START DATE:** ASAP
- HOW TO APPLY:** Visit [www.edjoin.org](http://www.edjoin.org) to submit application
- CONTACT:** Susan Nakahira – Human Resources Analyst at (408) 723-6435  
[snakahira@metroed.net](mailto:snakahira@metroed.net)
- 

**MetroED is an Equal Employment Opportunity Employer and  
a Joint Powers Agency. Background investigation will be  
conducted**

**Education Code: 200-262.4 / Metropolitan Education District**  
**BP: 0410**

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

**Metropolitan Education District**  
**Assessment Technician II**



<b>Location:</b>	<b>Metropolitan Education District Silicon Valley Adult Education (SVAE) 760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>SVAE Principal</b>
<b>Classification:</b>	<b>Classified, CSEA Bargaining Unit</b>
<b>Date Approved:</b>	<b>1/20/2016</b>
<b>Dates Revised:</b>	
<b>Position Control:</b>	<b>142253 (PM), 142254 (AM) Salary Schedule 2, Range 22, 12 Month Work Year</b>

**POSITION DESCRIPTION:**

Under limited supervision of designated supervisor, will assist programs at designated sites with orientation, appraisals and assessment of students and does a variety of technical clerical duties.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Complete training and certification requirements as proctor, coordinator, and/or any other assessments used, i.e. EL Civics Citizenship tester
- Register / orient students for individual and group testing sessions
- Administer and proctor group and individual testing sessions; verify student identity
- Receive, log, and file tests from campus faculty; return completed tests to faculty in a secure manner
- Review guidelines, policies and instructions related to tests; assist students in interpreting test instructions
- Administer and proctor group-testing sessions
- Sort placements tests; review information for accuracy and completeness; correct forms as necessary
- Set up student with correct test
- Orients individuals or small groups on proper process for insuring collection of accurate data
- Maintains inventory of tests and/or registration materials and orders needed replacements
- Provide clerical assistance where needed
- Complies with all assessment policy procedures
- Schedules CASAS e-test sessions or any other assessment
- Creates post-testing student list for teachers
- Conducts e-test sessions and manual testing
- Communicates and provides scores to students
- Assists in implementing assessment practices and operating procedures.
- Conducts CASAS and other assessments by verifying candidate's identity and application accuracy, monitor testing and performance to ensure individual test results

- Reports to office test results for proper placement into adult classes

**AREAS OF RESPONSIBILITIES/DUTIES (continued):**

**Essential Functions:**

- Provides information to staff and students on testing procedures
- Performs a variety of technical record-keeping

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- District assessment policies and procedures
- Proper English usage, grammar, punctuation, vocabulary, and spelling;
- District rules, regulations, policies and procedures
- Bilingual ability in specified language skills desirable; Spanish, Vietnamese, Chinese
- Computer operations and terminology
- Basic knowledge of student attendance system and reports
- Knowledge of state and federal mandated assessment policy and procedures

**Ability to:**

- Learn assessment and orientation policies and procedures
- Perform work and make calculations with speed and accuracy
- Interpret and apply District rules and policies with good judgment
- Communicate effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, patience, tact, courtesy and firmness
- Understand and carry out oral and written instructions
- Diagnose student strengths and weaknesses to monitor and report progress
- Certify student mastery at specific levels of instruction for advancement
- Attend assessment Network meetings
- Complete required annual assessment training
- Create and set up classes in appropriate software

**MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

**Experience:**

- Three (3) years assessment technician and/or general clerical experience
- Must be computer proficient

**Education and Credentials:**

- High School Diploma or equivalent
- Completion of 15 units of college-level courses desirable

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments

**MINIMUM QUALIFICATIONS (continued):**

**Expectations:**

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature