JOB DESCRIPTION
Grossmont Union High School District

STATISTICAL TECHNICIAN

Purpose Statement:

The job of Statistical Technician is done for the purpose/s of providing necessary projection and analysis for making decisions, taking appropriate action and/or complying with established guidelines; providing direction in the areas of research, testing and evaluation; ensuring accuracy of data and making recommendations based on valid content. Incumbents in this classification provide students and staff (and the public) with administrative support services (for school sites) which directly supports learning.

This job reports to Director, Assessment & Evaluation

Essential Functions

- Analyzes data (e.g. data for enrollment, testing programs, college admissions testing, CLAS, health and fitness testing, surveys, etc.) for the purpose of ensuring accuracy and making recommendations based on valid content.
- Compiles information from various sources (e.g. data for enrollment, testing programs, college admissions testing, CLAS, health and fitness testing, cooers outlines, personnel action forms, charts and tables, surveys, etc.) for the purpose of decision making and/or developing preliminary projections for presentation to district management.
- Distributes test booklets, answer forms, instructions, etc. for the purpose of supporting District assessment activities.
- Participates in conferences, workshops, meetings, etc. for the purpose of providing information and/or receiving information.
- Performs record keeping and clerical functions (e.g. update databases, standardized report generation, prepare mailers, filing, etc.) for the purpose of supporting assigned Administrators or departments.
- Prepares various documents (e.g. testing materials, reports, correspondence, statistical tables, surveys, etc.) for the purpose of providing written support and/or conveying information to district personnel and/or local/state/federal agencies.
- Processes documents and materials (e.g. testing materials, time sheets, personnel action forms, etc.) for the purpose of disseminating information/materials to appropriate parties.
- Researches various areas of information (e.g. class size, school safety, student achievement, teachers knowledge of technology, etc.) for the purpose of assessing the impact on the district requirements.
- Responds to inquires regarding various procedures and requirements for the purpose of providing necessary information for making decisions.
- Serves as a liaison with schools for the purpose of facilitating the distribution of materials and information related to testing programs.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to legal statutes, organizational rules, etc.; operating standard office equipment; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: standard statistical procedures; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; establishing and maintaining effective working relationships; maintaining a professional work environment; meeting deadlines and schedules; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

Current Typing Certificate at an acceptable rate of speed.

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	11/10/2005	Unit II 44