

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>TESTING AND RECORDS MANAGEMENT TECHNICIAN</b>	2.3.4
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by performing testing and student records management functions at the District level.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

### **ESSENTIAL FUNCTIONS OF THE JOB- May include, but are not limited to, the following:**

Coordinating printing, packaging, sending, receiving, and storage of testing materials and surveys; preparing tests and surveys for scoring/scanning and distributing results.

Processing inquiries and requests regarding students and student records, including timely processing of records upon legal request.

Explaining procedures, rules, policies, and regulations affecting records management and testing activities.

Manage tracking of early-leaver data, verify accuracy prior to submission to state.

Verify accuracy of high school completer data prior to submission to state.

Assisting building and testing supervisors when district test scores are disputed.

Training and coordinating the work of an assistant.

Preparing annual and status reports and records as necessary.

Verifying that student records are transferred to tape and sent to vendor for conversion.

Ensuring CD and microfiche arrive from vendor and delivered to State Archives.

Assisting in revising student records management handbook.

Receiving, storing, organizing and re-circulating student records.

Recording and retrieving data using computer terminal.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of record keeping.

Practices of student records management.

Modern office procedures, practices, and computer equipment.

#### **Ability to:**

Read and understand manuals.

Learn State and District testing and student records policies.

Organize workflow and meet time lines.

Type at a speed necessary for successful job performance.

Lift boxes of 20 - 40 pounds.

#### **Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

#### **Experience:**

One year of responsible clerical or record keeping experience.

#### **Training:**

Equivalent to the completion of the twelfth grade.

#### **Work Environment**

Climate controlled office settings and exposure to minimal noise intensity levels. Must be able to work alone and be self-motivating.

#### **Physical Requirements**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files, reports and supplies; lifting light objects.

Frequent lifting of boxes between 20-40 pounds.

Salem-Keizer Public Schools  
Testing and Records Management Technician (Continued)

Salem-Keizer School District is an equal opportunity employer.

Position: Testing and Records Management Technician

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_