MORENO VALLEY UNIFIED SCHOOL DISTRICT  
Human Resources Division

I. Position Title  
Assessment Technician

II. Position Description  
Under the direction of the District’s Special Education Specialist assigned to oversee Vocational Education, the Assessment Technician shall be responsible for the administration of assessments to students with special needs for the purpose of appropriate educational planning necessary for transition, appropriate education placement, training and/or employment.

III. Example of Duties/Responsibilities

A. Contact initial school sites to schedule assessments - E  
B. Gather information from referral sources to determine appropriate assessment - E  
C. Assess student’s education, vocational and training wants and/or needs - E  
D. Analyze and interpret assessment results - E  
E. Prepare final reports and other forms of correspondence - E  
F. Collaborate with District Special Education Specialist to determine assessment recommendations - E  
G. Maintain complex filing systems - E  
H. Demonstrate strong communication skills between the school sites, school personnel, students and community contacts - E  
I. Perform other reasonably-related job duties as assigned

(E) Essential

IV. Minimum Qualifications

Knowledge of:
- Special Education laws, policies, procedures and the continuum of services  
- Techniques used to access and analyze the attributes of students  
- Educational and training opportunities available in the labor market

Ability to:
- Follow oral and written directions  
- Communicate effectively with individuals and groups  
- Apply appropriate procedures in the administration of assessment instruments  
- Interpret assessment results  
- Maintain accurate records  
- Establish and meet deadlines  
- Compile comprehensive evaluations  
- Communicate clearly in written form  
- Skill use of PC computer systems and software  
- Maintain confidentiality

Education and Experience
- Graduation from High School or equivalent  
- Two (2) years experience conducting student vocational and training assessments or completion of two (2) years of course work in the area of counseling or psychology  
- Job requirements as indicated above
License
• A valid California Driver’s License will be required to drive in the performance of duties.

Working Conditions
Environment
• School/lab setting
• Inside work environment
• Subject to frequent interruptions
• Periodic work in equipment room

Physical Abilities
• Stand, walk, bend
• Sitting for long periods of time
• Use fingers repetitively
• Hearing and speaking to exchange information
• Seeing to inspect records
• Have depth perception
• Have color vision and see small details at long distances well

Salary Range 21: $2,263.99 - $3,042.59 per month
Annual Salary: $27,167.88 - $36,511.08
Work Days: Twelve (12) months/eight (8) hour days
Fringe Benefits: Family medical, family dental, employee life insurance, and fully paid retirement

Board Approved: June 6, 2000