

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: DATA & ASSESSMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties involved in the collection, input, processing, record-keeping and reporting of Student Accountability Report Card (SARC), assessment test and related student data and information; prepare, process, organize, assemble and coordinate the distribution and collection of testing materials; utilize an assigned computer system to input and extract data, maintain automated records and generate reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the collection, input, processing, record-keeping and reporting of SARC, assessment test and related student data and information; verify and assure

