

*PORTLAND PUBLIC SCHOOLS*

*Human Resources*

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Troubleshoot and problem-solve assessment technology issues.

Advocate,

Communicate concepts and procedures to audiences with a broad range of assessment understanding and opinions.

Ensure security of sensitive data.

Work under pressure and tight deadlines.

Establish and maintain cooperative and effective working relationships with others.

Operate a variety of technologies, computer equipment and various software programs relevant to educational assessment and research.

**Education and Training:**

Equivalent to graduation from high school supplemented by college-level course work in education, psychology, statistics or a related field.

**Experience**

Three (3) years of clerical experience, including one (1) year experience specifically involving the collection, processing, verification, record-keeping and reporting of statistical data and understanding, implementing and interpreting, policies and procedures; or two (2) years of experience in a Portland Public Schools classification involving the administration of student assessments or similar function is required.

Experience working in a public K-12 school district or public agency, administering student assessments and serving and supporting a richly diverse community is highly desirable.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

**Special Requirements:**

Some positions in these classifications require the use of a personal automobile and possession of a valid

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment and on school campuses with public contact and frequent interruptions.

**Hazards:** None.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office and school setting and to routinely drive to and from District facilities; dexterity of hands and fingers to operate a computer keyboard and office equipment; sitting, standing and walking for extended periods of time; occasional kneeling, bending at the waist; lifting, pushing, pulling and carrying office equipment, computers, laptops and peripheral equipment, supplies and materials weighing up to 20 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and assure the accuracy of documents.

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FLSA: Non-Exempt  
Bargaining Unit: N/A  
Salary Grade: 22

Approval Date: December 6, 2016