

SCHOOL TESTING ASSISTANT

JOB SUMMARY

Under the supervision of the principal, or designee, and the direction of the Assessment & Registration Center, works with school personnel to schedule and perform student skills testing at schools; and performs related work as required.

ESSENTIAL DUTIES

- Administers California English Language Development Tests, including listening, speaking, reading, and writing assessments of students.
- Inputs, retrieves, and compiles student testing data using district student information system, mainframe, and database programs.
- Coordinates and schedules testing dates and room locations for all required tests with various school site personnel in order to meet required deadlines.
- Develops, with guidance from school administration, school testing schedule for make-up testing within district guidelines. For 7-12 students, reviews each student's class schedule and prepares call slips for releasing students from the classroom.
- Verifies completion, accuracy, and documentation of school-site testing.
- Sends out forms for school/district use and parent notification; explains language assessment program or testing to parents/guardians.
- Maintains inventories of materials and equipment used in testing, assembles and transports testing materials, and files test documents at schools and the ARC.
- Performs office clerical duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent, and some experience working in an office/clerical setting and computer/record keeping experience. Test administration experience and/or experience working in an education setting helpful.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Required student testing procedures and practices.
- Office practices, procedures, and equipment, including knowledge of computer keyboard.
- Telephone techniques and etiquette.
- Simple record keeping techniques.

Ability to:

- Speak clearly and distinctly.
- Perform clerical work with speed and accuracy.
- Accurately maintain student testing records and reports.
- Compare names and numbers rapidly and accurately.
- Work cooperatively and effectively with students, school personnel, and co-workers.
- Provide information in an understandable manner and give direction to others.
- Organize work to meet schedules and deadlines.
- Work independently.
- Learn new computer programs.

LICENSE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

SPECIAL NOTE: Incumbent must be willing to furnish car and drive in the performance of duties.

WORKING CONDITIONS: Office and classroom environment, with driving to district sites. Work involves sitting, standing, bending, and lifting and carrying up to 35 pounds. Hearing and speaking to exchange information. Seeing to read a variety of materials. Dexterity of hands and fingers to operate standard office equipment.