

## Jordan School District

**EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION**

Job Title: **Assessment Assistant PT I (O83) II (O84)** Job Family: 4  
 Department: Evaluation, Research & Accountability Lane Placement: 2, 3  
 Supervisor's Title: Director, Evaluation, Research & Accountability Contract: Hourly  
 FLSA Classification: Non-Exempt Hours per Day: Part Time  
 Original date: 12/20 Revised:            Revised:            Revised:           

**GENERAL FUNCTION**

Under the supervision of the Director of Evaluation, Research, and Accountability, the **Assessment Assistant** administers the statewide English language proficiency assessment, the early literacy assessment, the early math assessment, the gifted and talented assessments and screeners, and the various alternate assessments for students with significant cognitive disabilities. Incumbent implements testing ethics practices in accordance with USBE and District policies, OCR guidelines, and Federal Every Student Succeeds Act (ESSA) legislation.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Administer the language proficiency assessment annually to LEP students currently participating in the District's English Language Learners (ELL) program. Incumbent annually reassesses LEP students with the WIDA to assess and monitor their progress in English language acquisition.
- Administer the alternate assessment for the language proficiency assessment.
- Administer the early literacy and early math assessments at the beginning, middle and end of the year one-on-one to students in grades K-3.
- Administer the ALPS screeners to determine eligibility for gifted and talented services.
- Participate in assessment administration training for the language proficiency assessment, early literacy assessment, early math assessment, and the two gifted and talented screeners.
- Assist the department in other areas of responsibility.
- Work with all schools in the District and is required to use own transportation to travel extensively in all seasons. Requires a valid Utah Driver's License.
- Incumbent will work during anticipated assessment windows. When assessment windows end, incumbent does not work. Anticipated assessment windows, though subject to change on a yearly basis, fall in the months of September, October, December, January, February, April and May.
- This position requires punctual and regular daily attendance during assessment windows.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- An **Assessment Assistant I** requires six (6) months training in office skills or in a school or district environment.
- An **Assessment Assistant II** must be “Highly Qualified” which includes:
  - Complete a minimum of an associate’s degree, or
  - Complete two years (48 semester hours) of accredited study, or
  - Meet a rigorous standard and demonstrate the knowledge of and the ability to assist in instructing reading, writing and mathematics through an assessment administered by the district. (Parapro Assessment), or
  - Must be a current or former licensed Utah Teacher.
- Previous experience working with students in a classroom preferred.
  - Requires strong computer technology skills, including Google products.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate competence in reading, writing and basic math.
- Requires attention to detail and accuracy of work.
- Requires excellent communication and interpersonal skills.
- Requires the ability to follow instructions of team leads and supervisor.
- Incumbent must maintain positive relations with students and staff in both structured and unstructured situations. Must be self-motivated and proactive in completing tasks with minimal direction.
- Must be able to provide own transportation, as position requires travel from school to school on a daily basis.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**Machines, Tools & Equipment Used:**

- Standard office equipment, computers and touchscreen devices, standard machines used in teacher workroom.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.
- Specific hand-eye coordination abilities required by this job will include the use of a device touchscreen, swiping, and frequent tapping.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*