

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Testing Assistant (T66)**Job Family: 4

Department: Evaluation, Research, and Accountability

Lane Placement: 4

Supervisor's Title: Director, Evaluation, Research, and Accountability

Contract: 180 DaysFLSA Classification: Non-ExemptHours per Day: 7 Original date: 01/98 Revised: 12/02 Revised: 1/10 Revised: 7/13 Revised: 12/20**GENERAL FUNCTION**

Under the supervision of the Director of Evaluation, Research, and Accountability, the **Testing Assistant** assists in the administration and coordination of various federal, state and District-mandated assessments. Incumbent monitors and facilitates all testing requirements and 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 screener to all newly enrolled potential limited English proficient students to screen for placement in the Educational Language Services program.
- Assist in the completion of Alternative Language Classification forms for each student tested.
- Respond to questions regarding the language proficiency screener from school personnel and parents.
- Administer the language proficiency assessment annually to LEP students currently participating in the District's English Language Learners (ELL) program. Alert ELS teacher specialists to problems that need attention.
- 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.
- Assist the department in training assessment assistants and school personnel on administering or coordinating federal, state and District-mandated testing.
- Administer the ALPS screeners to determine eligibility for gifted and talented services.
- Assist with the maintenance of student rostering, testing windows and assessment assistant rosters and assignments on the various assessment software platforms.
- Provide additional support to the department by answering telephones; acting as receptionist; and typing, filing, disbursing, and compiling department information.
- Assist the department in other areas of responsibility.
- Work with all schools in District and is required to travel extensively in all seasons. Is required to provide own transportation.
- This position requires punctual and regular daily attendance at work location.

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.
- Requires two years of experience working with students in a school setting, student testing experience or other job-related experience.
- Knowledge of the language proficiency assessment and early literacy assessment is preferred.
- Must be able to provide own transportation, as position may require travel from school to school on a daily basis.
- Must have strong interpersonal, communication, organizational skills.
- Competence in the use of computer technology software to record and track student assessment data. (e.g. Excel, Word, or other similar software)
- Must have references that demonstrate initiative, integrity, and dependability.
- Requires skill in basic math, oral and written communication, organization, record keeping, and computer entry and retrieval.
- Must be familiar with the Skyward system and software appropriate to the position.
- Requires ability to learn and follow specific procedures and guidelines to complete work. Requires the ability to work well with others.
- Requires some exercise of judgment without supervisory approval.
- Requires ability to prioritize own work schedule.
- Must be self-motivated and proactive in completing tasks with minimal direction.

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:

- General office equipment. Computers. Microsoft Office

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 and stand; occasionally required to walk, stoop, kneel, or crouch. The assistant is frequently required to use hands and arms to reach, hold, move and handle testing supplies.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

- 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.*