

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
CLASSIFIED JOB DESCRIPTION**

Job Title: Testing Assistant

Department: Instruction

**Grade E
H.P.D. 3
D.P.Y. 196**

Job Description

Date Reviewed: March 2008

**Reports To: Accountability
Coordinator**

Purpose of Job

The purpose of this job is to assist in coordinating office and assessment procedures, while serving as liaison between the Accountability Coordinator and building testing coordinators.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Utilizes Microsoft Word, Excel, Power Point, Chancery, Edusoft, Various Web Browsers (Netscape, Safari, Fire Fox, and Internet Explorer) and e-mail to support assessment program needs.

Utilizes state web-based assessment data management sites to assist in the entering of school level testing information (pre and post inventories, school group lists, Reports of Irregularities, and Student demographic data verification components).

Assists schools with the receiving, counting and distributing of achievement and benchmark testing materials as required; collects and verifies state testing materials for shipment to the State Department of Education. Assist with the administration of Summer Gateways and End of Course Assessments.

Assists schools with the input of student demographic data into Excel Spreadsheet for the pre-slugging of state assessment answer sheets. Assist with the pre-slugging of answer documents and distribution to the schools.

Assists schools with the printing of benchmark answer sheets from the Edusoft system; assists with the scanning of answer documents.

Operates several types of standard office equipment.

Works with and familiar with both the PC and MAC operating systems.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED), with one to three years of general office experience required; or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures and activities of the School System, assessment and student practices as they pertain to the performance of duties relating to the job of Testing Assistant. Has considerable knowledge of assessment and student practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has proficient organizational, and human relations skill. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as telephones, computers, typewriters, copiers, adding machines, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty-five pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATIONS: Requires the ability of speaking and/or signaling people to convey or exchange financial and administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to Testing Assistant. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to job of Testing Assistant.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials: to explain procedures and policies: and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisor, general public, and officials) beyond giving and receiving instructions such as interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position of Testing Assistant.

PHYSICAL COMMUNICATIONS: Requires the ability to talk and/or hear: (Talking = expressing or exchanging ideas by means of spoken words). (Hearing = perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date