

**Support Associate III-Testing
New Hanover County Schools**

Job Description

Class: Classified

Dept: Schools

TITLE: Support Associate III

QUALIFICATIONS:

1. High school degree; Associate's degree or equivalent experience in a testing environment preferred.
2. Broad experience in an office environment with responsibility for a large variety of complex duties including computer-related tasks.
3. Strong communication, computer and organizational skills.

REPORTS TO: Principal

JOB GOAL: To provide testing support to high schools; generate formative and summative assessment reports for analysis.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations relating to testing.
2. Maintain strict confidentiality for all personnel data.
3. Develop and prepare customized formative and summative assessment reports utilizing both computer-based and online management systems.
4. Assist with accurately receiving, sorting and distributing materials for all local, state and federal assessments.
5. Precode student answer documents, register students for online assessments; scan and check student assessment data; and review data files to identify errors and make corrections.
6. Compile data from the Testing Department for distribution to the schools, administrators, the Board of Education and the public.
7. Perform other duties and responsibilities as requested by the principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 59

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to establish and maintain cooperative working relationship: demonstrate the ability to work independently or to collaborate with any number of personnel required to accomplish an assigned task while maintaining effective working relationships as necessitated by work assignments.
- Demonstrate strong organizational skills, the ability to manage multiple tasks with a high degree of efficiency.
- Understand basic knowledge of testing practices and procedures.
- Possess functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and multiple online management systems.
- Physical ability (able to exert up to 30 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.