

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: High School PSAT Proctor/Supervisor

QUALIFICATIONS:

- 1. Possession of Iowa Teaching Certificate
- 2. Possession of Iowa Guidance Counselor Certificate
- 3. Excellent communication skills, public relations, and organizational skills.
- 4. Ability to relate positively with staff, parents, students, and community.

REPORTS TO: Building Principal & Guidance Counselor in charge of PSAT/NMSQT

JOB GOAL: To provide an atmosphere for students to perform at their highest level

PERFORMANCE EXPECTATIONS:

- 1. Provide a quiet, secure testing environment so students will have the opportunity to do their best on their exams.
- 2. Assist in administration of PSAT/NMSQT

PERFORMANCE RESPONSIBILITIES:

- 1. Arrive one-half hour early to check room.
- 2. Arrange room to meet testing requirements.
- 3. Identify and assign seating.
- 4. Hand out test materials.
- 5. Monitor testing. Verify students are working on appropriate section.
- 6. Collect and count answer sheets and booklets.
- 7. Supervisor will stay to compute all forms and mail answer sheets.

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities.)

