

Birmingham Community Charter High School Testing Center Support Assistant

Title: Testing Center Support Assistant
FLSA Status: Non-Exempt
Reports to: Site Administrator
Supervises: N/A

DEFINITION:

Under the direction of an assigned Administrator or designee, provides specialized support to the Testing Department by performing a variety of moderately to highly complex clerical duties requiring a working knowledge of test administration while exercising independent judgment within program guidelines.

ESSENTIAL FUNCTIONS:

- Perform a variety of diversified clerical duties in support of the Testing Department
- Work with the assigned administrator with pre-test set up and administration, test administration, and post-test sorting, packaging and documentation
- Assist in the collection of data required for the preparation of reports to the charter entity and other appropriate agencies
- Assist in the inventory, accounting and logging of all newly arrived testing materials
- Maintain accurate inventory of test materials and equipment
- Assure the continued security of all testing materials for the duration of the testing window from initial receipt through final return
- Assist in the collection and secure storage of all test security affidavits
- Adhere to all established state-mandated testing timelines
- Assist testing coordinator in maintaining an accurate and complete file of test history and count of students tested in each testing program
- Maintain school-level records and documents for all state-mandated testing
- Ensure the accurate completion of all ordering including entry into APTA system
- Ensure accurate completion of all testing reports including the tracking of, and adherence to, test expiration dates
- Assist the testing coordinator in maintaining an appropriate test environment during test administration (e.g. prepare and post signs, accurate instructions, climate control, availability of necessary test materials, etc.)
- Ensure notification to facilities and IT of needed set-up and equipment for testing
- Assist in the collection and inventory of equipment for testing
- Assist in the distribution and completion of completed test settings profiles for students with disabilities
- Communicate and coordinate with other staff members concerning testing schedules
- Prepare and organize summons for students to be tested
- Prepare student rosters and lists for testing locations and for test administrators and proctors
- Maintain student records for testing dates
- Review summary testing reports and assist in the preparation of testing groups
- Compile fitness gram data results from individual data sheets prepared by PE teachers and coaches and perform data entry for all grades in adherence to state guidelines
- Respond to initial inquiries from students and parents concerning initial test results and refer, when appropriate, such queries in a timely manner to assigned administrator
- Prepare letters, forms, memoranda, bulletins, reports, flyers or other materials and routine correspondence from detailed or rough copy or general directions
- Monitor inventory levels of, and reorder as needed, office and testing supplies and materials
- Prepare and complete purchase requisition process and ordering for program items as needed (e.g. performing and visual arts instruments and materials)
- Attend meetings and conferences as assigned

- Assist in providing support to other offices when directed
- Perform related duties as assigned

KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Proofreading and document handling techniques
- Basic arithmetic
- Operation of computer and various office machines
- Microsoft Office, Word and Outlook and specialized databases
- Web browsing techniques
- Telephone techniques and etiquette
- Record keeping and report preparation, including confidential records
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Maintain integrity and accountability of secure records and documents
- Plan, organize, track, and maintain multiple phased projects on annual cycles and multiple detailed activities adhering to strict and consequential deadlines
- Multi-task and accurately complete work despite interruptions
- Anticipate outcomes and accurately adapt work activities and processes to effectively complete assignments while meeting changing context and circumstances
- Understand, interpret, and apply pertinent rules, guidelines and procedures
- Organize files, keep accurate records
- Use assigned computer to input, edit, extract, and format data and information
- Type rapidly and accurately using a computer keyboard
- Produce, retrieve, and store word documents, email documents, spreadsheets and database reports
- Communicate effectively orally and in writing
- Relate well to adults and children by working effectively with employees, students, and the public
- Answer telephones and greet the public courteously
- Perform clerical tasks such as filing, typing, copying and maintaining routine records
- Receive, sort and distribute mail

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency.

An Associate of Arts degree from a recognized college or 60 semester or equivalent quarter units from a recognized college or university preferred. Courses in Microsoft Office, office practices and procedures, business arithmetic, and business English preferred.

EXPERIENCE:

Minimum of three years of previous clerical office experience supporting multiple projects with critical deadlines requiring significant accuracy and detail.

PHYSICAL DEMANDS:

- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl
- Perform light physical exertion
- Lift and carry up to 25 pounds
- Reach in all directions
- Stand, sit and walk for extended periods of time

- Work at a desk, conference table or in meetings of various configurations
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date