



**TESTING TEAM MEMBER
OXNARD ADULT SCHOOL**

Board Adoption Date: 09/13/23

BRIEF DESCRIPTION OF POSITION

Under the direction of the Assessment and Accountability Resource Teacher, the Testing Team Member assists in proctoring Adult School student testing and maintains a variety of logs, records, and files of training and assessment data; translates oral and written materials accurately and fluently in both English/Spanish; and performs a variety of tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Administers and proctors proficiency assessments for initial and progress assessment of all students; maintains the security and confidentiality of assessment materials;
2. Assesses ESL students using the CASAS assessment and makes decisions about student level placement based on the assessment results.
3. Interprets and facilitates communication between staff and non-English speaking students.
4. Conducts and supports students registering/enrolling for adult education courses.
5. Provides information to students regarding program options; completes paperwork for program participation as needed during enrollment process.
6. Serves as a proctor during the High School Equivalency exam; assists in preparing HiSET materials.
7. Assists in the coordination of testing schedules and testing services with school personnel including administrators, faculty, and counselors.
8. Helps to maintain files on test scores and other related material; performs a variety of clerical duties including typing, answering phones, and record keeping.
9. Travels to sites as needed in order to support assessment activities
10. Supports students in the classroom with technology needs.
11. Operates a variety of office equipment such as a desktop/laptop computer and all applicable hardware and software, copiers, printers, scanner, and calculators.
12. May perform related clerical duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Verbal and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.

Ability to:

- Provide information and assistance to students, the general public, and other staff members in a helpful, courteous and timely manner.
- Assist in coordinating and implementing an educational testing program.
- Operate a variety of office machines including personal computer, calculator, copiers, printers, scanner, and calculators.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Work confidentially with discretion.

- Work independently with little direction.
- Lift objects weighing up to 25 pounds.
- Type at an acceptable rate of speed.
- Perform clerical work with speed and accuracy

WORK YEAR: Hourly, as needed
WORK DAY: Hourly, as needed
EDUCATION: Graduation from high school or equivalency required
EXPERIENCE: One year of clerical experience (preferred). Experience administering individual assessments or tests (preferred).
LICENSES AND OTHER REQUIREMENTS: Bilingual in Spanish (preferred)
 Possession of valid California driver's license
SALARY: \$20.00 per hour
BENEFITS: None (hourly position)
PHYSICAL CHARACTERISTICS: Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.
WORKING CONDITIONS: Office and school environment. May be subject to constant interruptions. Subject to occasional noise from computer operation, and visual exposure to computer screens.