Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Elementary Assessment Assistant**
Department: Assigned School Site
Reports to: School Site Administration

SUMMARY:
Under the direction of the Site Administration, supports the administration of the CAASPP test to students in grades 3-5 and supports GATE testing as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides training to site staff on correct testing procedures
- Ensures each student is correctly entered into the online testing system, including required accommodations for students on 504s/IEPs
- Provides technical support to teachers/staff during testing
- Create testing schedule and evaluates schedule effectiveness
- Tracks student test completion and provides data of completion to site administration
- Coordinates make up schedules for students who miss original testing window
- Other duties connected to assessment administration as appropriate determined in coordination with site administrator

QUALIFICATION REQUIREMENTS:
Must be able to perform each essential duty listed above in a positive and professional manner.

EDUCATION AND/OR EXPERIENCE:
College degree and valid California Teaching Credential required.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence in Standard English. Ability to listen well. Ability to effectively present information in Standard English. Ability to communicate with parents, students, and site staff.

MATHEMATICAL SKILLS:
Basic arithmetic skills in connection with keeping a balanced budget and processing invoices, orders, etc. Ability to apply concepts of basic algebra and geometry. Ability to do accounting in line with guidance from student body accounting procedures and best practices.