

SCHOOL DISTRICT OF DESOTO COUNTY

ASSESSMENT RESOURCE OPERATOR

JOB DESCRIPTION

QUALIFICATIONS:

- 1) High school diploma or equivalent and experience utilizing appropriate skills.
- 2) Computer proficiency.
- 3) Must be willing to work a flexible schedule.
- 4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of appropriate testing strategies for adults. Knowledge of process and procedures for administering basic skill tests and aptitude instruments both Computer Based Testing (CBT) and Paper Based Testing (PBT). Knowledge of approved procedures for administration of the Pearson VUE and Career & Technical Education (CTE) examinations. Ability to read and understand user manuals and schematics associated with computer hardware and software. Knowledge of instructional computing hardware and software. Knowledge of operating systems and networks. Ability to troubleshoot hardware and software. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to test. Ability to work effectively with peers, administrators and others.

REPORTS TO:

Director of Career, Technical and Adult Education

JOB GOAL

To provide an efficient testing experience in which students move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Collect, organize and analyze information about individuals through records, tests, interviews and professional sources to appraise their interests, aptitudes, abilities and personality characteristics for vocational and educational planning.
- *(2) Perform basic network troubleshooting and problem isolation.

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Effective Date: July 1, 2024*

* (3) Maintain knowledge to support computers running different operating systems.

* (4) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

* (5) Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.

* (6) Follow attendance, punctuality and other qualities of an appropriate work ethic.

* (7) Ensure adherence to good safety standards.

* (8) Maintain confidentiality regarding school/workplace matters.

* (9) Model and maintain high ethical standards.

* (10) Maintain expertise in assigned area to fulfill position goals and objectives.

* (11) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

* (12) Exercise service orientation when working with others.

* (13) Keep supervisor informed of potential problems or unusual events.

* (14) Use effective, positive interpersonal communication skills.

* (15) Respond to inquiries and concerns in a timely manner.

* (16) Serve on school/district committees as required or appropriate.

System Support

* (17) Exhibit interpersonal skills to work as an effective team member.

* (18) Follow federal and state laws as well as School Board policies, rules and regulations.

* (19) Demonstrate support for the school district and its goals and priorities.

* (20) Demonstrate initiative in identifying potential problems or opportunities for improvement.

* (21) Prepare or assist in the preparation of all required reports and maintain all appropriate records.

* (22) Participate in cross-training activities as required.

* (23) Perform other duties as assigned by supervisor(s).

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **B09**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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Job Code: 65023