

**CLASS SPECIFICATION
Student Assessment Assistant**

GENERAL PURPOSE

Under general supervision, interviews and administers various individual student placement and diagnostic tests, including language and academic proficiency tests and other assessment tools and instruments; scores and maintains related records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Student Assessment Assistant is responsible for testing students in various diagnostic areas, including aptitude, language and academic proficiency. Incumbents administer and score various placement and diagnostic tests according to District guidelines and rigorous State-mandated procedures, where applicable, and maintain records of test scores and student data and information. Incumbents are also responsible for re-testing students for transition and re-designation according to established guidelines.

Student Assessment Assistant is distinguished from Senior Student Assessment Assistant in that incumbents in the latter class specialize in coordinating and facilitating District-wide testing processes. Student Assessment Assistant is further distinguished from other school office support classes by the incumbents' primary focus on the administration of student testing procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Assists with and coordinates administration of student testing; assists in answering questions by faculty regarding testing processes and procedural requirements; maintains and accounts for testing materials and forms.
2. Administers diagnostic and placement tests to students in various diagnostic areas, such as language and academic proficiency, for the purpose of classroom and grade placement according to established test procedures; coordinates testing schedules; files test scores and other information in student files; updates and maintains student and program records; receives and verifies home language surveys for new students.
3. Administers initial, transition and re-designation diagnostic and placement testing to determine student academic and language ability and proficiency and aptitude according to established guidelines; translates and explains testing procedures to students; scores tests and explains and interprets test scores for students.
4. Assists testing coordinators with the data entry, maintenance, distribution, accounting and record keeping of test scores; reviews student information on test documents for accuracy and completeness and researches and locates missing data; monitors answer sheet materials for processing and scoring; maintains grouping of scanned materials by assigning number ranges; maintains files of scanned materials for data access; ensures accuracy of test results; prepares and organizes unofficial and official test scores, tests, books, labels, correspondence to parents; requests and receives test scores.
5. Compiles and tabulates statistical data; generates statistical, summary and comparative reports and analyses for faculty and administrators; generates individual student testing reports for parent-teacher conferences.

6. Maintains records and logs of various testing and program related data, including new enrollments, current test scores, numbers of students currently enrolled in the program, hours of student attendance and students needing extensions; updates student information and scores; fills out status change forms for participants who have left or completed the program; assists in gathering and compiling information and data for various reports.
7. Performs administrative and clerical support duties for case workers, Program Facilitators and teachers as needed; sends and receives faxes; receives, inventories, stores and distributes office supplies; laminates materials; duplicates audio tapes for teachers; answers questions regarding testing and placement for case workers, teachers, parents and students.

OTHER DUTIES

1. Attends in-services and meetings regarding assessment techniques and instruments.
2. Attends meetings and conferences to assist with translation for students and parents.

QUALIFICATIONS

Knowledge of:

1. Basic test administration practices, procedures and guidelines.
2. Correct English usage, including spelling, grammar and punctuation.
3. Administrative practices and procedures, including record keeping and filing practices and procedures.
4. Operation of standard business software.

Ability to:

1. Administer assessment and diagnostic tests to individual students in full compliance with detailed procedures and state requirements.
2. Organize, set priorities and exercise sound judgment within areas of responsibility.
3. Organize and maintain confidential student records and files.
4. Type accurately at 35 WPM.
5. Communicate clearly and effectively, orally and in writing, in English and a designated second language.
6. Understand and follow written and oral instructions.
7. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations and individuals.
8. Establish and maintain effective working relationships with District staff, specialists, teachers, parents, students and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and at least one year of experience administering student testing; or some combination of education, training and experience that produces the requisite knowledge and ability.

Licenses; Certificates; Special Requirements:

Assignments may require the ability to speak and write proficiently in a designated second language.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are regularly required to walk and stand; lift up to 25 pounds; and periodically lift up to 35 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent work with frequent interruptions; work under intensive deadlines; and interact with District administration, faculty, staff, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

Board Approval 10/2/2008