



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Administrative Assistant for Assessment

Exemption Status/Test: Nonexempt

Reports to: Assistant Principal

Pay Grade/Days: AS03/ 215 days

Dept./School: Assigned Campus

Date Revised: September 2017

PRIMARY PURPOSE:

Assist the campus administration regarding the coordination of SAT and ACT test administrations.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

Ability to use all Microsoft Office applications, develop spreadsheets, databases, and word processing
Ability to use and update databases with ACT and College Board records
Ability to maintain accurate and auditable records
Ability to follow verbal and written instructions
Ability to perform a variety of tasks often changing assignment on short notice
Effective organizational, communication, and interpersonal skills
Effective timeline management

Experience:

Three years' experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Be available for weekend testing as needed. Requires flexible work week schedule to accommodate weekend testing requirements.
2. Prepare campus communications, correspondence, forms, manuals; and compile, maintain, and file all reports, records, and other documents as required following district standards and requirements and any College Board or ACT policies.
3. Communicate with parents and students regarding procedures, policies, deadlines, and status of testing.
4. Serve as a resource regarding campus testing.
5. Assist campus administration regarding administration of ACT/SAT testing to meet students' needs.
6. Create and update ACT and College Board records and databases.
7. Assist campus administration and work with campus personnel to secure documents and records necessary for testing.



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8. Reserve and set up testing rooms.
9. Maintain accurate, complete and confidential testing databases.
10. Assist in the organization, management, schedule and implementation of all ACT/SAT test administrations.
11. Adhere to all established deadlines and timelines.
12. Ensure security of all testing related resources.
13. Assist in the recruitment and training of staff, coordination of distribution of secure materials, collection of secure materials, completion of test related documents, and returning of materials.
14. Assist in the assurance of maintaining appropriate testing environments.
15. Assist students, teachers, and parents as needed.
16. Receive incoming calls, take reliable messages, and route to appropriate staff.
17. Schedule meetings and appointments and maintain a calendar for assistant principal as needed.
18. Maintain confidentiality.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____