

DISTRICT SCHOOL BOARD OF PASCO COUNTY
Job Description

TESTING ASSISTANT

Salary Schedule: SRP 18B	Number of Work Days as Contracted – Year Round Daily Work Hours: 7.5	FLSA Status - NonExempt
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JOB GOAL: Responsible for assisting with the efficient operation and distribution tasks related to district-wide test administration

REQUIRED QUALIFICATIONS:

1. High school diploma or equivalent and related experience OR an Associate’s degree from an accredited institution
2. Training/experience, which provides a working knowledge of administrative office procedures and practices
3. Training and experience in test administration on a district level

DESIRED QUALIFICATIONS:

1. Experience in a like position
2. Training and experience in test administration on a district level

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders
2. Demonstrate effective collaboration skills
3. Ability to organize, prioritize, and manage work assignments in an efficient manner
4. Knowledge of office machinery/equipment operation (i.e. scanner)
5. Ability to develop spreadsheets and perform word-processing functions using current office technology
6. Ability to store and file reports, correspondence and testing data in an organized manner

REPORTS TO: Director of Research and Evaluation Services

SUPERVISES: Direct temporary help hired during FCAT testing

PERFORMANCE RESPONSIBILITIES:

1. Provide support for the District testing program, including material preparation, test scanning, generation of reports, and monitoring of inventory of test materials
2. Receive and distribute test materials utilized for state and district mandated testing and evaluation programs and related activities
3. Assist in the implementation of test administration, including the ordering, securing, and accounting of all test materials to ensure the security of all materials
4. Perform all duties as liaison with testing vendors and support personnel

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5. Supply support to school test coordinators with assessment material needs and answering testing related questions
6. Prepare reports as needed
7. Answer phone calls as needed, provide general information and assistance and route calls to appropriate person or department if necessary
8. Perform other duties as assigned