

CELDT ASSESSMENT ASSISTANT

JOB SUMMARY

Under general supervision of an assigned administrator, assists with the District's student CELDT assessment program; performs a wide variety of clerical and student assessment work involving several specific routines within broadly defined policies and procedures. May be required to speak, read and write in both English and Spanish.

DISTINGUISHING CHARACTERISTICS

This specialized classification is a lead position designed to support the testing program in that the primary responsibility is to assure that tests are scheduled, conducted, scored, recorded and reported according to established procedures and time lines. Performs a wide variety of general and specialized clerical duties related to the District's student CELDT assessment program with only occasional instruction or assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the coordination, preparation, distribution, collection and scoring of state-mandated CELDT tests; assists in proficiency testing and writing assessment testing procedures; prepares and distribute schedules of tests to be administered; compiles, prints and distributes test media, rosters and labels for faculty and students as appropriate; arranges for printing of tests as needed; receives, inspects, counts, numbers and distribute materials; packages tests and manuals and prepare instructions for staff for each test administration and distribute to appropriate administrators according to established schedules; distribute reports and correspondence related to the testing process; distribute test materials to students; screen, store and maintain security of tests for further testing; coordinate security measures as required; receive and separate tests results by school site; arrange and store test results and compose memos to accompany test results; assure the confidentiality of test scores as appropriate; assure tests are prepared for processing and assure required information is complete and accurate; communicate with site and District personnel regarding testing schedules, procedures and materials; provide technical and program information as requested and explain testing requirements and procedures; develop queries to gather and extract data and to generate reports; order and receive CELDT test materials; obtain purchasing approval and verify receipt of materials; assure adequate inventory levels of tests are maintained; understand rules, regulations and procedures related to the testing program; operate office equipment including a computer, typewriter, scanner, copier and calculator; operate various software applications to store and retrieve data.

EMPLOYMENT STANDARDS

Education: Sufficient education to successfully pass proficiency examinations. Proof of high school diploma/GED and completion of a minimum of 48 college units required under NCLB education for Title I school assignments. Training or coursework in instructional technology or related field desirable.

Experience: Equivalent to at least two years of experience in clerical and typing work.

Knowledge of: Methods, practices and terminology used in test administration; modern office practices, procedures and equipment; applicable laws, codes, rules and regulations; operation and use of computer and peripheral equipment including word processing and data base management software applications; correct English usage, grammar, spelling, punctuation and vocabulary; record keeping, filing and proofing techniques.

Ability to: Work confidentially with discretion; demonstrate interpersonal skills using tact, patience and courtesy; maintain effective and harmonious working relationships with students, fellow employees, teachers and administrative staff; utilize oral and written communication skills; keep simple records; utilize appropriate testing materials and procedures; understand, communicate and follow oral and written instructions; operate standard office machines including computer and typewriter; maintain records and prepare complex reports; perform clerical work of above average difficulty and arithmetical calculations with speed and accuracy; perform complex tasks with a minimum of supervision and direction; speak, read and write in both English and Spanish; work cooperatively with others.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this general instructional assistant category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this position employees are subject to constant interruption and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision. While the noise level in an office environment is usually quiet, a school site office may be somewhat louder. The employee's primary responsibility is to provide support to the District's CELDT assessment program.

Physical Demands: The physical demands of this position include sitting and standing for extended periods of time. Frequent bending at the waist is required, as is kneeling, crouching, pushing and pulling. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to operate a computer keyboard is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Specific vision abilities including close vision, depth perception and the ability to focus are required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Approved by the Personnel Commission 9/1/05