

Testing Assistant

A complete application includes all application materials, proof of education and two supervisory references.

Permanent HCPSS employees must provide one completed reference survey from a current supervisor.

Applicants must submit all required materials in a timely fashion.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

Description:

The person in this position works under the general supervision of the principal or assistant principal. With direct supervision from a science department head/certified teacher, works with groups of students in the science laboratory. This person performs clerical work as assigned. Performance is evaluated periodically.

Essential Job Functions:

The duties listed are typical examples of the work performed by this job classification. This is not an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional related duties for the position. Not all duties assigned are included, nor are all duties listed performed in every office or every day.

- Prepares science laboratories students
- Insures adequate equipment and supplies
- Implements appropriate safety and chemical control measure
- Assists in the supervision of student laboratory assistants
- Performs other duties as assigned.

Minimum Qualifications:

Applicants must meet all of the qualifications, listed herein, to be considered for the vacancy. Use the application to specifically address each qualification.

Education:

High school diploma or GED equivalency certificate. **(must scan and upload diploma or official transcript to the online application)**. Foreign credentials must be evaluated by an MSDE approved organization.

Experience:

Experience working with students in a K-12 setting is desired but not required

Required Knowledge, Skills and Abilities:

- Basic knowledge of recordkeeping methods
- Ability to learn and follow science safety regulations
- Ability to follow oral and written directions for setting up science laboratory activities and maintaining science equipment and supplies
- Ability to follow directions from the teacher, which may include the reinforcing of instruction presented by the teacher
- Ability to monitor small, as well as large, groups of students
- Ability to discuss individual student progress with teachers
- Ability to discuss problems affecting student progress with the assigned teacher
- Ability to demonstrate strong human relations skills
- Ability to have strong, positive communication and interaction skills when dealing with staff, students, administrators, parents and/or the community
- Ability to attend professional development sessions
- Ability to coordinate daily activities or schedule
- Ability to be flexible and adapt to a variety of situations
- Ability to remain calm under trying circumstances
- Ability to maintain a system for keeping track of requested actions and reports
- Ability to county money accurately and prepare it for bank deposit
- Perform other duties as assigned.

Salary:

This is a 10-month, Grade 6 position on the HCEA-ESP Secretaries and Assistants salary scale <https://www.hcpss.org/f/employment/hcea-esp-salary-scales.pdf> Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

Application:

A complete online application and all application materials, including **proof of high school diploma or above**. Education must be uploaded to the online application.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- All related experience
- Dates of employment
- Names of direct supervisors

- High School diploma/transcript or College diploma/transcript

For questions regarding this vacancy, please contact:

Laurie Watts
Recruitment Specialist Office of Human Resources
Laurie_watts@hcpss.org

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Pre-employment Physical:

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Department of Education.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.