

## Testing Assistant

*A completed application includes proof of education, two supervisory references and a resume. Current HCPSS employees must submit at least one completed reference survey from a current supervisor by the closing date. Applicants must submit all required materials by the closing date.*

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

### **Description:**

Under the supervision of the Principal and/or School Testing Coordinator (STC), this individual works with administrators, teachers, and students in all aspects of school-based testing. This individual also performs clerical work of a confidential nature. Performance is evaluated annually.

### **Essential Job Functions:**

- Assists in preparing testing materials for all school-based testing including the distribution, inventory and ordering of secure materials
- Assists in conducting in-service training for school-based personnel prior to testing
- Assists in providing on-going communication and support to test examiners, proctors, accommodators and administrators on all aspects of federal, state, and county-mandated tests and assessments
- Supports the STC with properly identifying students for assessment participation
- Supports the STC in identifying and providing appropriate accommodations for testing
- Assists with the security of testing materials and the reconciliation of any missing testing materials
- Assists the STC with staff training, test scheduling, assignment of proctors and testing areas
- Maintains current and past student testing data and records
- Performs clerical work of a confidential nature
- Supports the collection of testing materials to ensure accountability of those materials
- Assists the STC in reporting the filing of any testing irregularities
- Assists the STC in maintaining monetary records and coordinates with the School Financial Bookkeeper when filing internal Direct Payment Request
- Supports the STC in creating and managing online testing sessions.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

**Minimum Qualifications:**

**Applicants must meet all of the following qualifications, listed below, to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.**

**Education:**

High school graduate or equivalent (**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:**

- Ability to learn and follow testing regulations in compliance with federal, state and county-mandated guidelines
- Ability to maintain confidentiality at all times
- Ability to follow oral and written directions for testing preparation, distribution of materials, procedures and collection of testing materials
- Ability to have strong, positive written and oral communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- Ability to maintain communication with students, faculty and testing agencies concerning testing regulations and dates
- Ability to maintain an organized tracking and filing system of student scores  
Ability to be flexible and adaptable in a variety of situations
- Ability to prioritize, perform multiple tasks and work with frequent interruptions  
Ability to monitor small and large groups of students
- Ability to lift 25 pounds
- Ability to perform clerical work including but not limited to producing letters, reports memorandums, etc. via the computer, make photocopies and filing
- Knowledge of the Student Information System
- Knowledge of various software to include Microsoft Office and Google Docs  
Ability to remain calm under trying circumstances

**Salary:**

This is a 10 month, Grade 6 position on the HCEA-ESP Secretaries and Assistants salary scale (<http://www.hcpss.org/employment/agreements.shtml>) 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 exempt from overtime.**

**Application:**

A complete online application and all application materials, including **three** reference surveys, must be submitted to be considered. **Internal candidates must have a minimum of one completed reference survey from a current supervisor from within HCPSS.**

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:

Denise Lee  
Recruitment Specialist  
Office of Human Resources  
(410) 313-7035  
[Denise\\_Lee@hcpss.org](mailto:Denise_Lee@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. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. 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.*