



10910 Clarksville Pike Ellicott City, MD 21042 410-313-6600 www.hcpss.org

Testing Assistant

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. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

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.

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

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

High school graduate or equivalent.

REQUIRED LICENCES AND CERTIFICATES

None

OTHER DESIRABLE QUALIFICATIONS

Previous experience working in a school setting.

Equal opportunity employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.