

Testing Assistant

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

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.

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.

Required Licenses and Certification:

None

Preferred Qualifications:

- 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>) \$16.85/hr - \$29.38/hr. 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 in a timely fashion.

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

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors

For questions regarding this vacancy, please contact:

Natasha Mahasa
Recruitment Specialist
Office of Human Resources
(410) 313-7342
Natasha_Mahasa@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.

Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.

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.