



## **JOB DESCRIPTION**

**Title:** Assessment Proctor  
**FLSA Status:** Nonexempt  
**Reports to:** Assessment Specialist  
**Supervises:** None  
**Date:** July 2021

### **POSITION SUMMARY:**

Under general direction, the Assessment Proctor performs a variety of technical, record-keeping, test administration, and secretarial duties in support of assessment testing; utilizing a computer to input and extract data, and maintain and update various databases and records related to assessment tests. Other responsibilities of an Assessment Proctor are to ensure a safe and orderly environment, explaining test rules to students, determining materials permitted during the test, setting up the test room, and recording attendance.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities may include, but are not limited to the following:

- Performs a variety of technical, record keeping, and secretarial duties in support of assessment testing functions; provide technical support and general assistance to the Assessment Specialist.
- Maintains and coordinates data related to State and District Assessments.
- Inputs, downloads, and updates a variety of student, test, program, and other data in assigned computer systems; develops and maintains automated databases, records, and files; ensures the accuracy of input and output data.
- Prepares and maintains a variety of manual and automated records, reports, and files related to students, assessment tests, results, Pre-ID, workshops, and assigned activities; develops and maintains a variety of spreadsheets.
- Serves as a technical resource to staff, faculty, parents, and others concerning assessment testing; responds to inquiries and provides technical information concerning tests, events, standards, requirements, data, timelines, practices, policies, and procedures.
- Researches, compiles, and verifies a variety of student and assessment data and information; prepares, processes, and evaluates a variety of forms, applications, and documents; duplicates, assembles, distributes, collects, verifies, and ensures accuracy and completeness of various documents.
- Processes and assigns student identifier numbers; prepares Pre-identification information for booklets and other testing materials; compiles, formats, and assembles student demographic and other related information; utilizes a computer to import, scan, export, and upload a variety of data and information.
- Prepares, develops, formats, and updates a variety of materials for assessment tests; arranges for the distribution of testing materials; prepares and distributes bulk mailings concerning assessment tests, results.



- Composes, prepares, types, and distributes a variety of materials such as letters, certificates, flyers, brochures, graphs, and charts; reviews, revises, edits, formats, and proofreads a variety of documents and information.
- Assists in coordinating and attending a variety of meetings and workshops as assigned; compiles and prepares agenda items, handouts, presentations, and other required information and materials for meetings, workshops, and other events; takes, transcribes, and distributes minutes as directed.
- Monitors inventory levels of testing and other materials; orders, receives, verifies, and maintains adequate inventory levels of materials; inspects testing shipments for accuracy and communicates the identified shortages of materials to the supervisor.
- Communicates with leadership and various outside agencies to exchange information and resolve issues or concerns.
- Operates a variety of office equipment including a copier/printer, fax machine, computer, and assigned software.
- Maintains confidentiality in test-taking and student records.

Other:

- Performs other duties as assigned.
- Participates in mandatory all-staff meetings.

### **REQUIRED EDUCATION, EXPERIENCE, AND TRAINING**

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.

- High School Diploma or equivalent. (Required)
- Experience related to assessment tests or similar functions. (Highly Preferred)
- Bilingual in English and Spanish. (Required)

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Computers, computer commands, peripherals, and various operating systems.
- Variety of computer software programs, including Microsoft Word, Excel, PowerPoint, Publisher, Google suite, and databases.
- Basic mathematical calculations.
- Methods of collecting and organizing materials, data, and information.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Read a variety of manuals, write documents following prescribed formats, and present information to others.
- Office practices and procedures that involve the operation of standard office equipment such as a computer, copier, fax, associated equipment, etc.
- Applicable laws, rules, and regulations.
- Research methods.



- Data analysis, data quality, data cleaning, data extraction, and data validation tools.
- Data management and assessment policies and procedures.
- Report writing and statistical record-keeping techniques.
- Policies and objectives of assigned programs and activities.
- Modern office practices, procedures, and equipment.
- Data control procedures and data entry operations.
- Inventory practices and procedures.

Ability to:

- Use independent judgment in the exercise of daily responsibilities.
- Work with a high degree of accuracy.
- Troubleshoot hardware and software problems.
- Exercise independent judgment in correcting data errors or omissions.
- Work extended or irregular hours and willing and able to work both AM & PM shifts as needed.
- Handle multiple tasks and priorities.
- Work effectively under deadlines and pressure.
- Adjust quickly and well with changes.
- Execute and manage projects requiring significant attention to detail.
- Be a team player, leader, and open-minded.
- Maintain detailed and accurate records.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work and build strong working relationships.
- Learn, interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Prepare and maintain a variety of manual and automated records, reports, and files.
- Work independently with little direction.
- Communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Maintain a firm but a courteous attitude toward individuals.
- Communicate well with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Order, receive, verify, and maintain adequate inventory levels of materials.
- Act with integrity, professionalism, models school standards of ethics, and maintain strict confidentiality.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Understand and follow specific instructions and procedures.
- Research, compile and verify a variety of student and assessment data.
- Process and assign student identifier numbers and prepare Pre-Id information for testing

Each of these essential tasks must be performed individually and unassisted by other persons, since this position requires the ability to work alone.

**PHYSICAL DEMAND**



Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Potential hazards include contact with dissatisfied or abusive individuals.

### **WORK ENVIRONMENT**

Employees work indoors in a computerized office environment, in direct contact with other school personnel and the public as a member of a team or alone while working.

### **Right to Revise:**

This job description is not meant to be all-inclusive and the school reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.