

Jordan School District  
**EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION**

|                                                                   |                     |
|-------------------------------------------------------------------|---------------------|
| Job Title: <b>Adult Learning/Testing Assistant</b>                | Job Family: 04      |
| Department: Career & Technical Education/Southpointe              | Lane Placement: 5   |
| Supervisor's Title: Consultant                                    | Contract: 180 Days* |
| FLSA Classification: _____ Non-Exempt                             | Hours per Day: 8    |
| Original date: 08/26 Revised: _____ Revised: _____ Revised: _____ |                     |

### **GENERAL FUNCTION**

Under direction of the program consultant, the **Adult Learning/Testing Assistant** is responsible to assist with the coordination and facilitation of student testing processes for all District Adult Education programs (e.g., Adult Basic Education, Adult High School Completion, English Language Acquisition, General Education Diploma, etc.). Provides student assessments and makes recommendations to students on program selections.

\*This position generally works Monday through Thursday and follows a year-round calendar.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

### **ESSENTIAL FUNCTIONS**

- Answer telephones, greet visitors and answer questions from parents, students, teachers, staff or District officials while maintaining a pleasant and positive office environment.
- Assist with the coordination and facilitation of student testing processes for all District Adult Education programs (e.g., Adult Basic Education, Adult High School Completion, English Language Acquisition, General Education Diploma, etc.).
- Provide, schedule and proctor student assessments for proper placement and make recommendations to students on program selections.
- Track and monitor individual student level gains testing.
- Enter student outcomes in test tracking system
- Input data for student testing, earned credit and contact hours into state Adult Education database system.
- Assist with adult education curriculum development under the direction of the program consultant and teachers. Maintain curriculum packets with current and applicable curriculum.
- Assist in preparing documentation for state program reviews.
- Maintain confidentiality of student or district information by following district policies regarding confidential information.
- Provide support for the administration of required academic assessment for determining Educational Functioning Level (EFL) to other adult education program staff, as needed.
- Added essential functions as outlined by the school/department.
- This position requires punctual and regular daily attendance at work location.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Minimum Job Qualifications:**

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires an Associate's Degree in business or related field PLUS 2 year(s) experience in an office environment, preferably in a school office or district setting or any equivalent combination of education and experience.
- Experience working with assessment testing and reporting of level gains, including Comprehensive Adult Student Assessment Systems (CASAS) preferred.
- Knowledge of Utah Adult Student Information System (UASIS) system highly preferred.
- Ability to give precise instructions to teachers and adult students regarding testing procedures and requirements.
- Requires strong computer technology skills, including spreadsheets and word processing.
- Requires effective problem solving, organizational, multi-tasking, and time management skills. Requires attention to detail and accuracy of work.
- Requires professional image, teaming and interpersonal communication skills.
- Ability to work positively with adult students.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **Machines, Tools & Equipment Used:**

- Standard office equipment (e.g. computer, copy machines, etc.)

### **Physical Requirements – Not limited to the following:**

- Frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. While performing the duties of this job, the assistant is regularly required to speak and/or hear.
- Occasional lifting from floor to waste up to 20 pounds and carrying up to 20 pounds.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*