

Jordan School District
EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION

Job Title: **Testing Support Clerk (S35)** Job Family: 10
 Department: Evaluation, Research, and Accountability Lane Placement: 4
 Supervisor's Title: Director of Evaluation, Research, and Accountability Contract: 180 Days
 FLSA Classification: Non-Exempt Hours per Day: 7
 Original date: 05/82 Revised: 05/93 Revised: 11/10 Revised: 7/13 Revised: 12/20
 Revised: 05/26 Revised: _____ Revised: _____ Revised: _____

GENERAL FUNCTION

Under the direction of the Director of Evaluation, Research, and Accountability, with support from the Testing Support Coordinator, the **Testing Support Clerk** provides assistance by maintaining rostering in the various assessment software platforms. Incumbent administers and tracks student participation and completion for the various mandated assessments for which the department has responsibility. Incumbent assists the department by performing a variety of clerical and physical functions Incumbent performs some secretarial functions (e.g. typing and composing letters, data processing).

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

ESSENTIAL FUNCTIONS

- Act as a mentor to new school-based testing coordinators, helping them prepare for and administer state-mandated assessments in their school.
- Assist with test administration training events and functions within the department.
- Maintain rostering accuracy and integrity on assessment software platforms including the language proficiency assessment and screener, early literacy assessment, early math assessment, reading inventory, gifted and talented screeners, and foreign language assessment.
- Track and report student participation and completion on the language proficiency assessment and screener, early literacy assessment, early math assessment, reading inventory, gifted and talented screeners, and foreign language assessment.
- Administer the language proficiency assessment, early literacy assessment, early math assessment, and gifted and talented screeners.
- Upload and download new testing materials and prepare and distribute testing materials to schools. Receive "hard copy" and "electronic" testing materials from schools and prepare testing documents for scoring. Use computer to enter and retrieve data.
- Distribute electronic test results to schools and assist in the maintenance of test results archives.
- May contact schools or departments to clarify data or evaluation requests.
- Direct telephone calls and visitors and provide information to public, administration and other employees.
- May compile and report statistical data.
- May back up secretarial and other clerical staff as assigned.
- Perform general clerical duties as assigned by the coordinator, teacher specialist or director.
- Perform a variety of clerical and physical functions (e.g. filing; preparing and processing data sheets; maintaining data records, answering the telephone; moving, distributing, and collecting testing materials; developing and maintaining records of work projects; and processing of assessment materials).
- Must travel to schools to deliver and pick up materials and is required to provide own transportation.
- 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 one year of education or training in business, office skills or related field PLUS two (2) years experience in an office environment, preferably in a school or District setting, with demonstrated competency in computer/software use, typing, customer service or any equivalent combination of education and experience.
- Prior District experience is preferred.
- Must demonstrate competence in reading, writing and math.
- Requires ability to operate a variety of office machines.
- Requires functional skills with the following types of computer software programs: word processor, spreadsheet, Google documents, and database.
- Requires successful data entry ability.
- Requires good interpersonal skills.
- Requires ability to organize work and materials and communicate orally and in writing.
- Requires ability to work under demands of time restraints. Must be self-motivated and proactive in completing tasks with minimal direction.
- Must be able to provide own transportation, as position requires travel from school to school on a daily basis.

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:

- Use of standard office (e.g. computers, copiers, fax, etc.) and touchscreen devices

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand, walk, stoop, kneel, or crouch. The assistant is frequently required to use hands and arms to reach, hold, move and handle testing supplies.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 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.