

VISTA UNIFIED SCHOOL DISTRICT

TESTING ASSISTANT

DEFINITION

Under general supervision, to perform State-mandated competency tests at a District high school; to administer, score, and record the result of advanced placement tests; to perform a variety of supportive tasks and follow-up activities; and to do other related work as required.

ESSENTIAL DUTIES

- Assist administrative and instructional personnel in the administration of competency and advanced placement tests.
- Schedule individuals and small groups of students for tests, and follow up the student notification to parents if a student fails to respond.
- Administer, score, input the results into computer data management, storage, and retrieval system.
- Extract and distribute the test results to appropriate site personnel.
- Assist senior students taking advanced placement tests by registering them and collecting the examination fees.
- Assist students in maintaining test behaviors, and in their understanding of a test environment.
- Develop or assist in the development and distribution of test preparatory materials.
- Assist in the development and maintenance of student records and files, pertaining to competency and advanced placement detail.
- Requisition, store, distribute, and maintain an inventory of test materials, supplies, and equipment.

QUALIFICATIONS

Knowledge of:

Adolescent development and behavior characteristics;
Behavior management and behavior modification techniques utilized with students participating in test situations;
Appropriate English usage, punctuation, spelling, and grammar;
Basic arithmetical concepts;
Computer record management, storage, retrieval systems.

Ability to:

Demonstrate an empathetic, patient, and receptive attitude toward adolescent students;
Interpret, understand, and follow specific test and examination instructions;
Communicate satisfactorily in oral and written form;
Perform routine clerical tasks and operate a variety of educational and office related machines and equipment;
Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of an educational environment;

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Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships with children and adults.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve running, walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

One year of paid experience working with students in a testing and examination situation.

Education:

Equivalent to the completion of the twelfth grade, with course work or training in adolescent student testing and examination processes.