

Job Title: **Senior Student Support Tester**
 Job Family: **Student Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **February 14, 2007**

Job Code: **070214**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 16**
 Typical Work Year: **9 months**

SUMMARY: Responsible for administering assessment tests for various skills and abilities of students. Scores the tests, reviews results and makes recommendations regarding services based on the interpretation of these results. Communicates all assessment findings and recommendations with the appropriate district personnel. Trains Student Support Testers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Test student populations, K through 12, with the currently approved test that assesses English language skills, cognitive abilities, or other knowledge, skills, or abilities.	Daily	50%
2. Scores, reviews and interprets the scores on the English language skills, cognitive abilities, or other knowledge, skills, or ability tests, and makes recommendations regarding appropriate services to the appropriate district and/or building personnel.	Daily	25%
3. Enter, revise, track, maintain and/or retrieve computer data, including, but not limited to test results, assessments, child find, and other department data. Assists department staff with clerical and receptionist functions; compiles data for and prepares reports. Does copying, collating, stapling, distributing as needed or requested. Files documents and student records.	Weekly	10%
4. Conducts training for new Student Support Testers.	Seasonal	5%
5. Perform other job-related duties as assigned.	Ongoing	10%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Associate’s degree or two-year college certificate preferred.
- Two years experience required in working with children ages K through 12.
- Minimum of one year experience required as Student Support Tester.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good communication skills with building staff and students.
- Knowledge of district assessments tools for appropriate assessment.
- Ability to accurately score assessments, analyze results, and make recommendations based on those results.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail, etc..

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Student Support Services Executive Director	3095

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

OTHER:

- Extensive travel within the district. May be required to travel to up to four schools within the same day.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	