Adams12 Five Star Schools

Job Description

Job Title:	**Student Support Tester**	Job Code:	**051010**
Job Family:	**Student Services**	FLSA Status:	**Non-Exempt**
Pay Program:	**Classified**	Pay Range:	**G04**
Prepared/Revised Date:	**October 2021**	Typical Work Year:	**Seasonal**

SUMMARY: Responsible for administering assessment tests for various skills and abilities of students and for scoring the tests.

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. Conduct ethnographic interviews with Spanish speaking families for initial evaluations and re-evaluations. Occasionally, interviews may be conducted in English if the parents prefer. 2. Test student populations, K through 12, with the currently approved test that assesses English language skills, cognitive abilities, or other knowledge, skills, or abilities	Seasonal	60%
3. 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 via email or referral form(s).	Seasonal	30%
4. Perform other duties as assigned.	Ongoing	10%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- AA degree or two years college preferred.
- No experience required; experience preferred in working with children ages K through 12.

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, parents, and students.
- Knowledge of district assessments tools for appropriate assessment is required after training and one week on-the-job practice.
- Ability to accurately score assessments.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department
- 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:

- None required.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Student Support/Learning Services Departments	various

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.	
Close vision (clear vision at 20 inches or less)	X
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	X
Moderate	
Loud	
Very Loud	