



JOB TITLE	DEPARTMENT	REPORTS TO
School Assessment Support Clerk	School Based	School Principal

Position No: 63093	Length of Work Year: 10 Months
Salary Schedule: C06	Date Approved: 1/27/15
FSLA: Non-exempt	Date Revised: 2/3/15; 7/20/16; 8/19/16; 5/8/23; 4/10/24; 6/17/24

JOB GOAL
The School Assessment Support Clerk supports the administration and guidance staff with the implementation of school-based testing programs. This includes the coordination of statewide and local assessments, supporting guidance services and providing student supervision.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School diploma or equivalent. 2. T.A.B.E test or ParaPro Assessment (AA/AS/60 college credits or higher satisfy) 3. Willingness to obtain a District Issued Substitute Teaching Certificate within 30 days of employment. 4. Related experience working with students and with adults in a school setting. 5. Expertise with computer programs such as Excel and Skyward, or other student management systems. 6. Strong organization, communication, and interpersonal skills. 7. Knowledge of the types and purposes of assessments. 8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Supports and coordinates all aspects of the School's Test Administration Program for Local, State, and National tests. 2. Implements the school's computer-based testing plan to meet federal, state, and local assessment requirements. 3. Assists the administration with training workshops on the organization of tests, test security, utilization of results and ethical requirements. 4. Consults with school personnel on selection, administration, scoring, and interpretation of standardized tests. 5. Monitors student achievement and contributes to the MTSS processes on the campus. 6. Assists with data analysis plans and the dissemination of related information. 7. Collaborates with administration to develop the testing plan and schedule. 8. Maintains security of all tests, and keeps accurate testing records both current and historical consistent with state and district testing policies. 9. Prepares reports, maintains longitudinal student achievement data, and provides other information as necessary to assist school staff and others in the documentation of student learning gains. 10. Provides supervision (i.e.; lunch duty, bus duty) to students and areas as assigned. 11. Performs assigned tasks in a timely and efficient manner. 12. Performs assigned tasks with a high standard of quality. 13. Performs other duties as assigned by the Principal.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.