

Employment Opportunity

ADMINISTRATIVE ASSISTANT II, ASSESSMENT EDUCATIONAL SERVICES

DEFINITION

Under the immediate supervision of the Assistant Superintendent, Educational Services to assist in the assessment of student achievement by designing, coordinating, managing, administering, scoring, reporting, and interpreting a variety of national, state, and district assessments. This is a full-time, 40 hours per week assignment for ten (10) calendar months per year. This position is Confidential/Unrepresented, Classification 24, with a salary range of \$4,380 - \$5,567. per month. Applicants should submit a fully completed online application through Edjoin.org (www.edjoin.org), attaching a cover letter, a current resume, and three current letters of professional reference from supervisors describing the applicant's performance in previously held positions.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

This is work involving the performance of a wide variety of tasks in support of the assessment program. It includes working with administrators and the Assistant Superintendent by entering data, administering assessments to students, scoring assessments, and monitoring student assessment information (special accommodations). This employee is expected to maintain a working knowledge of the instructional model and will also be responsible for keeping confidential records on student performance.

This employee is expected to interact with students and parents in a courteous and tactful manner. There is considerable contact with students and staff members. This employee must exercise initiative, independent judgment and discretion in performing duties. This employee must also be able to maintain security and confidentiality of multiple national, state and district mandated tests. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Must have knowledge of computer operations and be able to use specific types of web based or software applications.
2. Must be analytical and have a math aptitude, understanding a variety of concepts.
3. Must organize, prioritize and coordinate work flow to meet constant deadline requirements.
4. Must sit at a work station for extended periods of time.
5. Must work effectively, demonstrate appropriate interpersonal skills and communicate clearly and distinctly with staff, students and parents and the public.
6. Must lift up to 40 pounds.
7. Must project a positive image of the district to staff and students as well as exhibit a positive employee attitude.

Ability to:

1. Assists students in completing various assessments or surveys.
2. Assists Principals and Assistant Superintendent in:
 - a. preparation
 - b. administration
 - c. post-test responsibility
 - d. dissemination
3. Performs clerical and secretarial tasks to support the assessment program.
4. Continues job performance enhancement by participating in appropriate professional growth activities.

Education

An AA/AS or BA/BS Degree in Accounting, Computer Science, or Mathematics is strongly desired.

Experience

Desirable five (5) years of responsible secretarial experience including three (3) years in an administrative secretarial or assistant position.

WORKING CONDITIONS**Hazards**

Minimal hazards associated with an office environment.

Certificate, License and Other Requirements

Upon recommendation for employment, prospective employees will be required to provide a current verification of a negative TB test or X-ray and be fingerprinted through the Department of Justice.

Classified Confidential/Unrepresented**Salary Class: 24****Months: 10**

Initially Approved: (date);