**Testing Assistant and Academic Support (ESSER)**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Principal

**Dept/Campus:** Campus Assignment **Paygrade:** P1

**Wage/Hour Status:** Exempt **Date Revised:** August 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

The Testing Assistant/Academic Support position will support the campus testing coordinator in the organization, paperwork, copies, and collection for state testing. The responsibilities also include assistance with other testing such as KEA/TPRI/TejasLEE, grading period assessments and district benchmarks. In addition, this position will also provide academic support and/or operational support such as push-in assignments in classrooms for academic support or operational support with multiple types of campus duty assignments.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree required

**Special Knowledge/Skills:**

Excellent organizational, communication, and interpersonal skills

Ability to organize, implement, and maintain effective systematic processes

Ability to instruct students and parents of academic requirements

Proficient skills in typing, word processing and file maintenance

Ability to maintain accuracy in great detail

**Experience:**

Preferred experience working with students or working in a fast paced public environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assigns, trains, directs and supervises staff assigned to testing programs, ensuring adherence to established policies procedures and standards; assists and advises school staff, as necessary, resolving problems as non-routine situations arise.
2. Attend regular meetings with Campus Testing Coordinator and District Testing Coordinator.
3. Attend all assessment training as directed by the Principal, Campus Testing Coordinator and District Testing Coordinator.
4. Coordinate administration of state assessments at the campus level, including STAAR, STAAR ALT 2, TELPAS, EOC, and other assessments under the direction of the Campus Testing Coordinator.
5. Coordinate administration of local assessments at the campus/district level including district benchmarks, grading period assessments, and all academic screeners (CLI, TPRI/Tejas Lee, KEA, STAR, etc.).
6. Receive and verify shipment of testing materials (both state and local assessments.)
7. Work with counseling staff to identify test takers.
8. Work with Special Education staff to identify students with ARD exemption from state and local assessments.
9. Work with Bilingual/ESL staff to identify students eligible for LEP postponement of assessment and students required to take TELPAS.
10. Work with 504 Specialists to ensure that students receive appropriate accommodations on assessments.
11. Verify accuracy of coding information on answer documents.
12. Create a schedule for all testing occurrences and assign rooms. Include as indicated, student accommodations for small group or individual testing needs.
13. In cooperation with the principal and campus testing coordinator, designate test administrators and related assignments for monitoring to ensure a high quality testing environment.
14. Train campus staff on testing procedures and security under the direction of the Campus Testing Coordinator.
15. Responsible for maintaining test security and the confidential integrity of state assessments at all times.
16. Assist the Campus Testing Coordinator with investigating and preparing reports for reported test irregularities (only as directed.)
17. Serves as a resource person to campus principals and teachers to meet the instructional needs of students.
18. Interpret testing procedures and regulations for campus personnel.
19. Assist in the implementation of policies established by federal and state law, State Board of Education rule, and local board policy.
20. Compile, maintain, and present all reports, records, and other documents required.
21. Review and analyze student achievement data in collaboration with the principal and provide academic support to students at risk during non-testing dates.
22. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
23. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
24. Actively support the efforts of others to achieve campus goals and objectives and the campus performance objectives.

**SUPERVISORY RESPONSIBILITIES:**

None

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs.; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date