



TESTING ASSISTANT

GENERAL RESPONSIBILITIES

The position is responsible for providing support and assistance to the Director of Testing in the office of Student Assessment within the office of Planning, Innovation and Accountability (PIA); ensuring test materials are organized and maintained for the implementation and administration of state testing; and maintaining contact with testing organizations, state representatives, and other school division personnel.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Compose and prepare for review correspondence regarding each test administration.
- Correspond with the state and vendors regarding test material orders.
- Resolve problems with state, vendors, and schools regarding testing materials.
- Create and maintain databases to ensure accurate counts of testing materials sent to and received from schools, as well as received from and sent back to vendor.
- Prepare and distribute standardized test materials including those materials needed for the Virginia State Assessment System and other division wide assessments. .
- Organize the collection of standardized test materials from schools at the conclusion of testing periods.
- Organize the storage and inventory of standardized test materials in an orderly manner and manage the test storage warehouse.
- Reorganize reports received in order to distribute the results of standardized tests and other reports.
- Operate equipment to scan documents used in tests and surveys.
- Arrange for pickup and/or delivery of testing materials to testing sites or the Department of PIA.
- Hire and train temporary help to prepare testing materials for schools and the return of testing materials to state agencies.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of standard office practices, procedures, and equipment; ability to communicate effectively, both orally and in writing; ability to multi-task while maintaining individual assigned deadlines; ability to use advanced office technology and software including the use of Word, Excel, and Access; ability to create databases and complex formulas; ability to establish and maintain effective working relationships with school administrators and staff.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Experience using intermediate and advanced word processing, databases, and spreadsheets.

Excellent written communication and organizational skills.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing, stooping, crouching and climbing. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 10/08, 7/20
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