



School District of Menomonee Falls

Job Description

Position Title: Part-Time Test Proctor

Summary:

The Part-Time Test Proctor assists in the preparation of the testing room.

Essential Duties and Responsibilities:

- Seats examinees for testing
- Monitors students during test sessions to ensure a secure testing environment
- Assists in the distribution and collection of test material
- Reports suspected irregularities to the testing coordinator
- Controls admission to and from the testing room
- Perform other duties as assigned

Knowledge, Skills and Abilities:

- Possess strong communication and analytical skills
- Ability to work with a large number of people and manage multiple tasks

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

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 may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or G.E.D. equivalent from a regionally accredited institution

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature Date

Printed Name