



Job Description

Date: 4/21/15

Job Title: **TEST COORDINATOR – Educational Assistant**

Term of Employment: Part time – School Year+ – An average of 20 hours per week

Rate of Pay: Per Salary Banding - hourly

Evaluation: High School Principal

Reports To: High School Principal

Summary: This Educational Assistant Position is a Test Coordinator at Menomonee Falls High School. Please note that the hours could vary greatly depending on the time of year. This position will require someone with a flexible schedule.

The Test Coordinator will be responsible for the following tests:

NAEP, Aspire, WKCE, MAP, ACT, WorkKeys, DLM, ACCESS, (tests may change in the future)

Essential Duties and Responsibilities Include

Duties will include:

- Design, create, schedule, communicate and manage test sessions.
- Create and communicate building test schedules.
- Create and distribute proctor accounts.
- Provide all necessary test training.
- Follow all test security protocols.
- Responsible for school test security.
- Work collaboratively with Staff, Administration, Technology and Assessment division & Pupil Services to facilitate a successful testing environment and experience for all students.
- Work with administration to communicate test information to staff, students, and parents.
- Participate in all State and internal test training sessions.
- Provide results to students, parents, and staff, as required by the administration.
- Act as a proctor during test sessions, as necessary.
- Provide proctor support.

Desired Minimum Qualifications (Experience, Education, Certificates, Licenses and Training)

- Ability to establish and maintain working relationships with co-workers, supervisors, other District personnel.
- Ability to follow verbal and or written instructions.
- Ability to work under stress and handle stressful situations.
- Must be able to work independently as well as within a team.
- Experience in a school district setting is highly desirable.

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, stoop, kneel, crouch, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment (fine finger dexterity); reach, carry, push and/or pull with hands and arms; and lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Generally the job requires 60% sitting, 40% standing and/or walking.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex office administrative problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with School District staff, parents, students, the public and others encountered in the course of work, some of whom may be dissatisfied or abusive individuals.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical school building conditions, and the noise level is moderate with varying levels throughout the day. The job is performed under minimal temperature variations.

Equal Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.