



## **Inst Asst 1 / Testing Proctor**

### **Purpose Statement**

The job of Inst Asst 1 / Testing Proctor is done for the purpose/s of maintaining the security of the testing site and documents during controlled test administration; monitoring test takers to ensure they are following test guidelines and regulations; providing adequate and appropriate testing instructions, time, and procedures; reporting testing irregularities to appropriate instructional/administrative staff;.

This job is distinguished from similar jobs by the following characteristics: temporary and/or seasonal.

This job reports to Administrative Secretary Assistant Superintendent

### **Essential Functions**

- Instructing students in testing taking instructions and requirements for the purpose of ensuring fairness and optimum student performance.
- Maintains testing documents during the testing period for the purpose of maintaining test security and validity .
- Monitors testing time for the purpose of ensuring standardization and required time requirements.
- Monitors test takers for the purpose of maintaining test requirements and guidelines.
- Reports irregularities to supervising personnel (e.g. violation of test requirements, interruptions, unauthorized personnel in testing area, etc.) for the purpose of ensuring testing reliability and validity.
- Secures testing site for the purpose of ensuring testing environment is secure and devoid of unauthorized personnel.
- Supervises students during breaks or emergencies for the purpose of ensuring student safety and testing integrity.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: .

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: .

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: .

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands:

occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 20% sitting, 60% walking, and 20% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is not required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 1