



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