



CLASSIFIED
Job Class Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 20-2021/22
 DOCUMENT NO. 06-2021/22
 DATED: 11/18/2021

TEST ADMINISTRATOR (SUPPLEMENTAL HELP)	
DEPARTMENT/SITE: Assessment Department REPORTS TO: Coordinator of Assessment, Accountability, and School Improvement	SALARY SCHEDULE: Supplemental Help SALARY RANGE: \$32.00 Per Hour WORK YEAR: Non-Contracted FLSA: Non-Exempt

PURPOSE STATEMENT:

The job of Test Administrator supports the educational process by administering the State Required English Language Development Test to limited English proficient students in grades K-12 in the skills of listening, reading, speaking, and writing in English, or by administering the District required language assessments to students to determine language proficiency in Spanish and English. A limited English proficient student is a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English (as per Education Code 306 (a)).

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Proficient speaker of the targeted language and proficient speaker of English (i.e. have complete command of pronunciation, intonation and fluency, and the ability to correctly pronounce the full range of American English phonemes and or the ability to correctly pronounce the full range of Spanish phonemes if required).
- Follows proper administration procedures of all components of the assessment which may include (listening, speaking, reading, and writing) of the testing.
- Maintains the security of the test materials.
- Administers individual and group testing as directed.
- Performs other related duties as assigned.
- Participate in Test Administrator training(s).
- Must travel from various school sites within the District.
- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- English pronunciations, intonations, and fluency

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- Correct oral and written usage of targeted language and English
- Current office practices, procedures and equipment
- Accurate record-keeping techniques
- Interpersonal skills, using tact, patience, and courtesy
- Telephone techniques and etiquette
- Site operations, procedures, specific rules and precedents of the District and office
- Appropriate cultural backgrounds

Skills and Abilities to:

- Have complete command of Spanish and English pronunciation, intonation, and fluency
- Correctly pronounces the full range of Spanish and American English phonemes
- Accurately maintain records and prepare reports
- Being attentive to detail
- Operate a computer to enter data, maintain records, and generate reports
- Maintain cooperative and effective relationships with diverse range of people
- Work independently with little direction
- Understand and work within the scope of authority
- Plan, prioritize, and organize work to meet schedules and timelines
- Communicate, understand, and follow both oral and written directions effectively
- Learn new or updated computer systems/software programs to apply to current work
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Apply integrity and trust in all situations
- Actively participate in meeting District goals and outcomes
- Learn district organization, operations, policies, objectives, and goals.

RESPONSIBILITY:

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

Bachelor’s Degree from an accredited college or university.

If opening is for Dual Language Program - Test Administrator (Supplemental Help) applicant must be Bilingual & Biliterate.

EXPERIENCE REQUIRED:

Two years of successful experience working with students in the areas of examination and testing, tutoring, teaching, training or counseling.

LICENSE(S) REQUIRED:

- Valid, current California Driver’s License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the examination screening process
- Once hired must complete state certification process
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam through District’s provider at District’s expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen