

Union Public Schools Job Description

Position Title: Building Testing Secretary
Department: School/Department Site
Reports To: Director of Student Data and Assessment

FLSA Designation: Non-exempt

SUMMARY: Advanced level secretary and serves as confidential secretary and as facilitator for the schools being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Adheres to state testing policies and procedures outlined in the State Test Prep Manual
- Attends mandatory state and district testing meetings
- Receives direct instruction for state and district testing procedures from the District Test Coordinator (Testing & Data Specialist) and/or Administrative Assistant for Student Assessment
- Obtains, gathers, and organizes pertinent data as needed and puts it into usable form
- Maintains a regular filing system, as well as confidential files related to assessment data
- Communicates with school sites and others by phone, email, and other written documents
- Compiles, orders, and maintains supplies as needed for assessments
- Coordinates schedules for national, state, and district assessment data to promote student learning
- Maintains a schedule of appointments and makes arrangements for conferences and interviews
- Utilizes national, state, and district assessment data to identify students requiring remediation
- Works with administrators and faculty to administer national, state, and district testing program including paper/pencil and online testing
- Implements assessments through collaboration with site faculty, Testing & Data Specialist, and Administrative Assistant for Student Assessment
- Utilizes and supports assessment software for national, state, and district assessments entering and retrieving data as needed
- Maintains records, verifies accuracy, and supports the distribution of various assessment related reports such as district and state CRT, API/AYP, ACT, SAT, EXPLORE and PLAN
- Demonstrates proficiency in the utilization of spreadsheets and analysis of data
- Operates word processors, computers, calculators, copiers, and facsimile machines
- Works with various software applications entering and retrieving data as needed
- Works well with both supervisors and other members of the team
- Maintains consistent and punctual attendance
- Performs other duties assigned by supervisor or administrator

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED) and at least two (2) years general office work and/or training; basic computer skills to include a working knowledge of word processing and databases preferred;

CERTIFICATES, LICENSES, REGISTRATIONS: None

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence; Ability to speak effectively with staff and students;

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; Ability to compute rate, ratio, and percent and to draw and interpret graphs;

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions; Ability to deal with problems involving a few concrete variables in standardized situations; Ability to work efficiently with minimal supervision;

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff, and the school community; Ability to communicate clearly and concisely, both orally and in writing; Ability to perform duties with awareness of all District requirements and Board of Education policies;

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 almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus. While performing the duties of the job, the employee may occasionally push or lift up to 50 pounds such as boxes of assessment materials.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet to moderate, although it can vary depending on daily activity.