

Test Examiner/Proctor

SUMMARY

Under general supervision administers student testing outside of classroom setting; maintains testing materials; and ensures compliance with program's legal and administrative requirements.

EXAMPLES OF DUTIES

- Administers Advanced Placement or other assigned state or federal tests in compliance with mandated requirements or protocols.
- Oversees and proctors tests for the purpose of complying with district, state and federal guidelines.
- Prepare, distribute, collect and organize testing materials.
- Monitor students in testing environment.
- Maintain records and prepare reports as required.
- Perform other related duties as assigned.
- Attend mandatory training as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Required student testing procedures and practices.
- Test proctoring and administration procedures.
- District protocols and State and Federal laws as they pertain to mandated testing.
- Methods, practices and terminology used in test administration.

Ability to:

- Read aloud clearly, accurately, and distinctly.
- Spell correctly.
- Accurately maintain student testing records and reports.
- Follow procedures in administration of examinations.
- Perform clerical duties related to assigned activities.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Plan and organize work.
- Maintain consistent, punctual and reliable attendance.

Competency:

- **READING COMPREHENSION** Reads basic written materials: Reads, comprehends, and applies basic, routine instructions and information presented in memos, procedural manuals, on signs and labels, to complete work activities accurately and thoroughly.
- **ACCOUNTABILITY (DEPENDABILITY)** Adheres to basic instructions: Follows rules and expectations for work attendance and performance as defined, written, and implemented by an organization. Independently completes routine tasks.

Education:

- Minimum of a High School Diploma

Experience:

- School and/or classroom experience required

Licenses and Certificates:

- A valid California driver's license

Sample Environment:

- School setting or office environment

Sample Physical Abilities:

- Seeing and hearing to conduct work, speaking to exchange information.
- Moving around testing room to monitor students.
- Reaching overhead or bending at the waist to retrieve files.
- Lifting boxes of test materials up to thirty pounds in weight.

Salary:

- Flat Hourly Rate Salary Schedule

MT DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: