

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Adult Education Testing Proctor	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9614	WORK YEAR:	12 Months
DEPARTMENT:	Adult Education	SALARY:	Range 41 Salary Schedule C
REPORTS TO:	Assigned Supervisor	CABINET APPROVAL:	02-03-15

BASIC FUNCTION:

Perform routine, complex clerical duties; assist financial aid office; and administer High School Equivalency Tests (HiSET). Maintain all records for testing English as a Second Language (ESL), Adult Basic Education/High School Equivalency (ABE/HSE), and Career Technical Education (CTE).

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Secure, monitor, and coordinate testing designed to improve adult education. **E**

Perform a variety of administrative duties to assist the assigned director or manager in managing testing development, scheduling, and school and operations. **E**

Enforce applicable State and District codes, policies, and laws; administer District and school site policies and safety programs. **E**

Maintain and secure records held by staff and ensure adherence to all mandates regarding confidentiality of records. **E**

Collect and analyze data; prepare and submit progress and/or evaluation reports as required. **E**

Attend conferences, read journals/papers, and attend workshops to remain current concerning trends in adult education. **E**

Assist with establishing and maintaining a safe and positive environment that meet the needs of culturally diverse populations. **E**

Assure tests and services meet established policies, procedures, objectives, and requirements. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community within Adult Education. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities related to work. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of clerical or testing experience.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding.....	45 Correct WPM
Word.....	70% Overall Score
Excel.....	70% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

- Adult education testing programs.
- Effective assessment and placement practices in adult education.
- District policies and procedures related to assigned function.
- Current office practices, procedures, and equipment.
- Operation of a computer and related Adult Education software.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Applicable laws, codes, regulations, policies, and procedures related to adult education.
- School district organization, operations, policies, and objectives.
- Evaluation approaches, strategies, and techniques.

ABILITIES:

- Perform the basic function of the position.
- Maintain records and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Lift light objects according to safety regulations.
- Operate a computer, related software, and standard office equipment.
- Work with school improvement initiative that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet State and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office, testing center, and classroom environment; drive vehicle to conduct work.

PHYSICAL DEMANDS:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear

and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.