

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Adult Education EDUCATIONAL TECHNICIAN – Testing Administrator

REPORTS TO: Director of Adult Education and under the general supervision of the Adult Education Counselor(s).

JOB GOAL: To assist in the preparation, administration, and data entry of the HISET and CASAS tests

QUALIFICATIONS:

1. A minimum of an Associates Degree
2. Successful background, criminal records, fingerprinting and reference check;
3. Prior experience working with data entry
4. Ability to communicate and interact positively and effectively while maintaining confidentiality

PERFORMANCE RESPONSIBILITIES:

- Assists in registering students for the HISET, CASAS, and ACCUPLACER tests, answering questions, recording registration fees and refunds.
- Administers HISET and CASAS pre and post-tests.
- Maintains accurate records of students for state and federal audits
- Prepares materials for use with students; assist with analyzing papers and filing reports in collaboration with the adult education counselor(s).
- Actively participates in on-going in-service training.
- Maintains confidentiality regarding records, conversations, test results, and student work.
- Provides input to the Adult Education Director and staff upon requests.
- Maintains a strong rapport with colleagues and other staff.
- Performs all other related duties as assigned by the Director of Adult Education

TERMS OF EMPLOYMENT:

Non-represented position, Full time position up to 40 hours per week. Pay rate is based on experience and education level.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: _____