

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: **Adult Education ASSESSMENT TECHNICIAN**

REPORTS TO: **Director of Adult Education** and under the general supervision of the Adult Education Administrative Assistants.

JOB GOAL: To assist in the preparation and administration of Pre and Post Assessment tests.

QUALIFICATIONS:

1. High School Diploma with certifications in administering the CASA battery of assessments and certifications in Microsoft Excel 2010 and Microsoft Word 2010;
2. Successful background, criminal records, fingerprinting and reference check;
3. Prior experience working within the educational environment;
4. Ability to communicate and interact positively and effectively while maintaining confidentiality.

PERFORMANCE RESPONSIBILITIES:

- Assists in registering students for all adult education programs requiring pre and post assessment testing.
- Administers CASA, computer and writing assessments to students, delivers completed assessments and TopsPro Reports to Counselors, and registers cores with the Department of Education.
- Utilizes all CASAS assessment tools to produce accurate information for Counselors.
- 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, Part time position, up to 20 hours per week. Salary ranges \$13.31-20.68 based on experience.

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: _____