

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Testing Clerk/Proctor

JOB CODE: 4309

DEPARTMENT: Office of Applied Technology,
Adult and Career Education

PAY GRADE: 17 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

This is specialized clerical work that involves scheduling, proctoring and scoring of entrance, placement, GED, apprenticeship and achievement tests. The work normally involves administering a variety of assessment or placement tests used by counselors or examiners to determine an applicant's suitability for placement in a particular program or course, or to determine general educational levels.

JOB TASKS/RESPONSIBILITIES

1. Schedules, proctors and maintains records of tests for individuals applying for entrance to Adult Education Programs, apprenticeship programs, general education, ESOL classes or GED examinations.
2. Insures that applicants have proper identification prior to testing, issues test materials and provides instructions for testing, monitors testing session to insure the integrity of the process, and collects test booklets and answer sheets.
3. May score and evaluate tests, record individual performance data on prescribed forms in student's records, and provide test performance data for the purpose of counseling, evaluating, and placing students, as appropriate.
4. Prepares test packets for end of term in-class testing and scores and posts results on appropriate records.
5. Inventories and maintains testing materials and informs supervisor of status and level of inventory.
6. Prepares testing schedules and rosters as required and prepares folders, correspondence cards and other forms as needed.
7. Responds to inquiries regarding test schedules, course availability and requirements, and registration procedures.

8. Orders tests and testing supplies.
9. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: twisting, reaching, sitting, standing, finger dexterity, repetitive motions, talking, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Six months general clerical office or classroom experience required; experience in test administration or related work preferred.
3. A working knowledge of the educational programs offered by the regional vocational/technical centers and the attendance registration practices and procedures preferred.
4. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 02/24/88, 02/18/93, 09/06/95