



Job Title: **District Tester**

Department: **District Wide**

Supervisor: **Instructional Supports**

Lane Placement: **Misc L**

Schedule: **Varies** Evaluation Group: **JCES 5**

FLSA Classification: **Non – Exempt (Temporary)**

JOB DESCRIPTION

Under the supervision of the EBL Department or Research and Assessment the **District Tester** coordinates and conducts testing with students at various locations throughout the District.

ESSENTIAL FUNCTIONS

- Assists with the administration of the various testing process to students throughout the District.
- Maintain and monitors accuracy of computer and other records.
- Fill out forms.
- Communicate information and ideas clearly, and concisely, in writing: read and understand information presented in writing.
- Replies in a timely manner to phone, written and in-person requests for information.
- Must demonstrate basic competence in reading, writing and basic math.
- Job requires the ability to organize.
- Interact with people in a professional manner which shows sensitivity, tact, and professionalism.
- Maintain confidentiality.
- Participate in training sessions when assigned.
- May use electronic equipment to perform testing functions.
- Adaptable to multiple testing styles, rules and platforms.
- Job requires the ability to follow specific processes and instructions.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Must have strong computer, customer service and telephone skills.
- Must be able to multi-task.
- Requires references demonstrating personal integrity and dependability. Must demonstrate basic ability in reading, writing, math and oral communications.
- Incumbent must maintain positive relations with students and staff in both structured and unstructured situations.
- Requires a valid Utah Driver License and transportation to multiple locations throughout the District.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires ability to lift a minimum 10 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020