



Job Title: **School Testing/Site Clerk**

Department: **South Park Academy**

Supervisor: **Principal, and Counselors or Classroom Teacher**

Lane Placement: **Classified Lane 5**

Schedule: **10 hrs. / 194 days** Evaluation Group: **JCES 5**

FLSA Classification: **Non-exempt**

## JOB DESCRIPTION

Under the supervision of the principal the **South Park Academy School Testing/Site Clerk** will work under the directions of a certified administrator, counselor or teacher in administering, supervising, and delivering the Adult Basic Education Test (TABE). In addition will work with the Utah Department of Corrections to evaluate and place incoming adult students into education programs. This person will also perform all duties as site clerk, maintaining records, recruiting and enrolling students, recording attendance and grades, maintain computer and operate office machines, answering telephone calls, deliver message, and provide routine information and directions.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

## ESSENTIAL FUNCTIONS

- Schedule and administer TABE testing, ESL testing and other testing as needed.
- Schedule and supervise TABE testing staff.
- Coordinate and meet with Utah Department of Corrections staff weekly to assign incoming students to high school/GED.
- Manage and analyze testing data.
- Prepare reports from testing data.
- Meet with students to enroll in high school/GED.
- May assist teacher/counselors/office staff by preparing materials/facilities for variety of areas throughout the school to include but not limited to the following: making copies, correcting papers, bulletin boards, assembling art materials, track testing processes.
- Perform all general clerical duties as needed.
- May administer tests under the direction of a teacher/counselor.
- Meet daily or as pre determined with the administrator, counselor, or teacher to assist in the delivery of the TABE test.
- Complete all paper work as required by "SKYWARD, ED STATS, UTOPIA, and OTRACK" maintaining accurate files.
- Enroll and monitor student attendance and ensure classes are properly maintained.
- Resolve problems relating to individual student needs and behaviors.
- Maintain records, recruit and enroll students, record attendance and grades.
- Predictable and reliable attendance.

During times of state and 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.

TESTING SITE CLERK

- Participate in all school events, conferences, programs as required by the principal, and all other duties as assigned to include assisting with scheduling, and printing manuals.

- 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

## **QUALIFICATION REQUIREMENTS**

- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- 60 higher education semester hours or Associates Degree or Minimum 2 years prior work experience with TABE testing.
- Requires references demonstrating personal integrity and dependability. Must demonstrate basic ability in reading, writing, math and oral communications.
- Must be competent in reading, writing, math and interpersonal skills.
- Experience with ELS (English as a Second Language) programs.
- Demonstrated ability to lead, train, and direct colleagues.
- Demonstrated success facilitating/evaluating with strong written and oral communication skills.
- Incumbent must be fingerprinted and clear a criminal background check and be able to qualify for a Department of Corrections I.D. badge.
- Job requires the ability to follow instructions of the classroom teacher or supervisor.
- Incumbent must maintain positive relations with students and staff in both structured and unstructured situations.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrate competency in working effectively with the school's staff and students.
- Consistently accept guidance and advice from the assigned certificated administrator, counselor or teacher.
- Demonstrate autonomy within guidelines provided by the certificated administrator, counselor or teacher.
- Must be able to show skills in effectively and cooperatively leading and teaming with other classrooms and school staff.
- Effective written and oral communication skills.

**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:**

- Must be able to physically meet the demands encountered in the specific assignments (lifting, managing challenging behaviors of students, and working in stressful situations).
- Requires ability to lift a minimum 20 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- 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](http://www.canyonsdistrict.org)

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Effective date: 6/8/2020