

ITINERANT TESTER

Position Details

Class Code: 4226

Job Family: Para-Professional, Aides and Assistants

Classification: Support Professional

Terms of Employment: Pay Grade 46 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under the general supervision of a licensed or unified professional, administers a variety of duties related to testing.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Obtains and secures language testing materials to be used during testing activity.
 2. Administers oral, reading and writing language proficiency tests.
 3. Enters test scores and student demographic data on appropriate forms/database.
 4. Utilizes table to assign English Proficiency Status (EPS) codes according to standard English Language Learner Program, English Proficiency status table, or other standards as required.
 5. Completes appropriate programs form and/or profile sheets or other forms as required.
 6. May be required to travel from school to school.
 7. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), as necessary.
 8. Conforms to safety standards, as prescribed.
 9. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves administration of tests of limited English proficient students and other students, as required.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CPR/AED and universal precautions.
 2. Ability to input data into computer.
 3. Ability to learn and administer tests.
 4. Ability to operate a variety of office machines.
 5. Ability to maintain confidentiality.
 6. Ability to perform accurate routine record keeping tasks.
 7. Ability to plan, organize, and prioritize assigned tasks.
 8. Ability to interpret and apply oral and written instructions.
 9. Ability to communicate clearly orally and in writing.
 10. Ability to work flexible hours or shifts.
 11. Ability to develop rapport and gain cooperation of students and staff.
 12. Ability to exercise judgment when to act independently and when to refer situations to an administrator.
 13. Ability to recognize and report hazards and apply safe work methods.
 14. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Must be proficient in the English language and successfully complete a Clark County School District administered

English reading, oral and writing proficiency examination. An appropriate (bilingual) exam as identified by the assigned department may also be required.

Licenses and Certifications

1. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from either the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
2. Successful completion of Clark County School District administered English Proficiency Examination.

Conditions of Employment:

None Specified.

Preferred Qualifications

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

Document(s) Required at Time of Application

1. High school transcript or other equivalent, (i.e., GED, foreign equivalency, etc.).
2. Successful completion of Clark County School District administered English reading, oral and writing proficiency examination. An appropriate (bilingual) exam as identified by the assigned department may also be required.
3. Current Cardio-Pulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
4. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District testing centers and classrooms.

Work Environment

Strength

Light - Exert force 10-25 lbs. frequently, to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Physical Demand

Involves, frequent talking, hearing, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Involves hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and depth perception; occasional far acuity. Vision to read printed materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods and occasional electrical shock hazards.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, various test batteries, copy machines, typewriters, telephones, fax machines, testing materials, District issued/personal vehicles, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 10/26/20
- Created: 03/28/95