



IRVINE UNIFIED SCHOOL DISTRICT

SHORT TERM PROCTOR: STANDARDIZED TESTS AND SATURDAY SCHOOL (NON-INSTRUCTIONAL)

DEFINITION:

Under general supervision, performs a variety of tasks related to the administering of standardized tests for students, including PSAT, SAT, Advanced Placement, etc., supervise students and monitor attendance at school-related events including *Saturday School*, after-school programs, etc.

DISTINGUISHING CHARACTERISTICS

This is a temporary and at-will/short-term job classification, non-certificated, and is not considered part of a regular assignment for current IUSD employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Administer standardized tests according to guidelines provided by the testing agency
- Distribute, collect, and take inventory of test materials as prescribed in test guidelines
- Maintain a safe and orderly environment for test-taking and/or completion of student assignments
- Actively supervise and monitor students while they are taking tests
- Record attendance and report to site administrators according to provided guidelines
- Report any irregularities in test-taking or working environment to site administrators
- Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner.
- Attends meetings and in-service trainings as assigned.

QUALIFICATIONS GUIDE

Knowledge of:

- General classroom procedures.
- Child guidance principles and practices.
- General concepts of child growth and development and child behavior characteristics.
- Techniques used in controlling and motivating students.
- Appropriate safety precautions and procedures at school sites.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Operation of standard office and classroom equipment.
- Proper lifting techniques.

Ability to:

- Assist in the preparation of and implementation of test materials.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Speak, read and write in English and a designated second language as required by position.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain records and files.
- Assume responsibility for supervising students.
- Learn and utilize basic methods and procedures to be followed in testing settings.
- Perform routine clerical work and basic arithmetic calculations.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and some college units, and experience working with children in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Successfully pass the District's Proficiency Test or have passed CBEST Activity Supervisor Clearance Certificate or other safety clearance (Department of Justice and Federal Bureau of Investigation)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Seeing to read a variety of materials and monitor student activities.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Reaching overhead and above shoulders to access materials.

WORK ENVIRONMENT:

Indoor/classroom environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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