

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>ASSESSMENT ASSISTANT – ASSESSMENT DEPLOYMENT</b>
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Ability to handle several job responsibilities simultaneously and meet deadlines
- Knowledge of office practices, procedures and equipment
- Ability to use independent judgment in performing a variety of assignments and tasks
- Computer knowledge and skills
- Ability to compile data and prepare records and reports

**Desired Qualifications:**

- Minimum of five (5) years of office experience
- Advanced experience in the use of Excel

**Performance Responsibilities:**

- Organize logistics for all school testing and distribution of results
- Maintain assessment calendar for district
- Maintain student assessment and progress monitoring records for state and district mandated testing software programs
- Assist with data needed for reports for federal government, Florida Department of Education and various other departments
- Maintain and support strict confidentiality of student records and data
- Create and maintain spreadsheets, databases and charts
- Schedule meetings and secure locations, as needed
- Receive and check in materials and supplies
- Attend meetings, as required
- Type and compose correspondence, forms, reports, manuals, confidential information, etc.
- Screen and answer phone calls
- Perform other duties as assigned by the Manager of Assessment and Accountability and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Manager of Assessment and Accountability and/or designee

**Evaluation:**

Annual evaluation done by the Manager of Assessment and Accountability and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule – Confidential Level J

**Job Code:**

77131

Board Approved: 06/10/14

Revised: