

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

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| ASSESSMENT ASSISTANT |
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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 prior 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, 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 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:

73096

Board Approved: 07/27/10

Revised: 05/17/11