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# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### Job Title: Assessment Assistant

**Reports to:** Director of Assessment  
**Department:** Accountability / Research  
**Number of Days:** 12 Months  
**Compensation:** Hourly Grade 9  
**Overtime Status:** Non-Exempt  
**Date Job Revised:** June 13, 2007

**Position Summary:** Assist Director of Assessment and Assistant to the Superintendent for Accountability/Research; general office duties; assist with state and district testing.

**Qualifications/Job Requirements:**

**Education:**

- High school diploma required.
- Some college preferred.

**Experience:**

- 5 years school office or secretarial.

**Specific Training/Skills:**

- Pass Secretarial Assessment Test; demonstrated proficiency in Microsoft applications, Walker System, Student Management System; excellent communication and organizational skills, ability to make decisions and judgments without direct supervision, ability to work well under pressure and within tight deadlines; able to handle multiple and lengthy tasks; knowledge of school policies and operations; excellent customer service skills; maintain efficiently operating office.

**Physical Requirements:**

- Able to lift 25 pounds.

**Other:**

- Ability handle multiple and lengthy tasks, including completion and follow-up.

**Customer Contacts (Internal and External):**

Internal: ESC administrators, principals, school counselors and/or test coordinators.

External: Oklahoma State Department of Education, local government agencies, TCTA representatives, media, parents, students, general public.

**Essential Job Functions:**

- General office duties: telephone, assist walk-ins, assist with office files, assist with processing request for information from various ESC offices as well as outside sources; generate district School Calendars. (10%)
- Prepare State Class Size Audit. ( 5%)
- Assist Director of Assessment and Assistant to the Superintendent for Accountability/Research. ( 5%)
- Assist with district and state assessments (duties will include but are not limited to the following): receiving, distribution and processing of district and state test materials: training of test coordinators; district assessment reports. Assessments: Benchmark; Gates-MacGinitie; State Writing; State Oklahoma Core Curriculum Test; Explore; Plan; State End of Instruction; Proficiency Based Promotion – as requested by principals (80%)