

Newport News Public Schools Job Description

Job Title: Accountability Assistant II

Position Code:

Job Classification: Non-Exempt

Supervisor: Supervisor II, Testing

Pay Grade: 19

Contract Length: 245 Days

Job Summary

Position is responsible for providing both clerical office support and technical assistance to the Supervisor II, Testing.

Essential Duties

1. Performs a variety of clerical tasks as assigned by the Supervisor II, Testing and Director of Accountability.
2. Assists in creating the operational budget for the Testing Department.
3. Compiles information from various sources for records and reports.
4. Maintains student files and records.
5. Registers students in a variety of database systems.
6. Monitors the maintenance of testing materials for special education.
7. Coordinate the ordering and distribution of Objective-Referenced Test materials with content area supervisors.
8. Manages purchase orders and processing of test booklets, student labels, and scoring reporting services for testing office.
9. Coordinate testing services with other Newport News Public School departments.
10. Answers the telephone and responds to the needs of parents, teachers, and administrators.
11. Enter Standards of Learning test results in eSIS student database system for all students transferring to NNPS.
12. Assist with the electronic data entry of VGLA and VAAP test scores.
13. Assist in the verification of student demographic information on testing answer documents.
14. Performs tasks order test materials from the Print Shop, checks the student demographic data on answer documents.
15. Performs other duties as assigned.
16. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Supervisor II, Testing, Director of Accountability, or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school and or any equivalent combination of experience and training including. Experience working with multiple projects under tight deadlines. Familiarity with assessments mandated and reporting tools utilized by the state of Virginia desired. Thorough knowledge of standard office practices, procedures, and equipment. Ability to type accurately and at a reasonable rate of speed; familiarity with Microsoft Office. Must possess the ability to establish and maintain effective working relationships with other employees and the general public. Ability to understand and follow oral and written instructions.

Working Conditions & Physical Requirements

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work 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. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Supervisor II, Testing

This job description in no way states or implies that these are the only duties to be performed by this employee. The Accountability Assistant II I will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Testing or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date