

Job Description

Job Title: Accountability Assistant I
Position Code: 4N58, DN58
Job Classification:

Supervisor: Supervisor of Testing
Pay Grade: 17
Contract Length: 245 Days

Job Summary

Position is responsible for support to the Testing Department.

Essential Duties

1. Distributes standardized test materials including those for the Virginia State Assessment Program, SOL Assessments and division ORT's to schools.
2. Organizes the collection of standardized test materials from schools at the conclusion of testing periods.
3. Organizes the storage and inventory of standardized test materials in an orderly manner in Testing Department.
4. Distributes the results of standardized tests and other reports.
5. Operates equipment to scan documents used in tests and surveys.
6. Distributes mail within the Testing Department.
7. Answers the telephone and responds to the needs of parents, teachers, and administrators.
8. Provides occasional pickup of materials from SCOT warehouse.
9. Provides occasional delivery of materials to schools.
10. Provides assistance to EIMS Project Manager for data reconciliation.
11. Provides assistance to Supervisor of Testing with data file creation, organization, and distribution to schools.
12. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor 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 a standard high school or any equivalent combination of experience and training. Thorough knowledge of standard office practices, procedures, and equipment. Familiarity with assessments mandated and reporting tools utilized by the state of Virginia desired. Ability to establish and maintain effective working relationships with staff and the general public. Ability to understand and follow oral and written instructions.

Working Conditions & Physical Requirements

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 ability 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 of 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 I will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of 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

Revised 7/2025