



Job Description

Job Title: Technical Assistant III
Position Code: 4N08 or DN08
Job Classification: Non-Exempt

Supervisor: Supervisor of Testing
Pay Grade: 16
Contract Length: 245 Days

Job Summary

Position is responsible for clerical 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.
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. Provides occasional pickup of materials from SCOT warehouse.
8. Provides occasional delivery of materials to schools.
9. Performs other duties as assigned.
10. Models nondiscriminatory practices in all activities.

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. 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

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

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/typewriter, and to perform; 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 of Testing

This job description in no way states or implies that these are the only duties to be performed by this employee. The Technical Assistant III will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor 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

Human Resources Department Date

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

Employee Name (Print) Signature Date