

**School District of Santa Rosa County  
Job Description**

**Guidance Assessment Assistant**

<b>Reports to:</b> Principal or Administrator	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> All Schools	<b>Prepared by:</b> Human Resources
<b>Date:</b> March 09, 2017	<b>Evaluation Code:</b> Same as Administrator
<b>Position #:</b> 45250	<b>Range:</b> 10

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Perform a variety of network support duties related to a school's guidance department; assist school staff, counselors and teachers.
- Provide support for the district and school testing program, including material preparation, test scanning, generation of reports, and monitoring of inventory of test materials
- Receive and distribute test materials utilized for state and district mandated testing and evaluation programs and related activities
- Assist in the implementation of test administration, including the ordering, securing, and accounting of all test materials to ensure the security of all materials
- Perform all duties as liaison with testing vendors and support personnel
- Supply support to school test coordinators with assessment material needs and answering testing related questions
- Answer phone calls as needed, provide general information and assistance and route calls to appropriate person or department if necessary
- Assist with data collection and reports necessary for MTSS process and other programs.
- Perform other duties as assigned

**Supervision Received:**

School Principal or Administrator

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

Successfully complete a minimum of 48 semester college hours credited toward an Associate's Degree and verified by college transcript.

**Preferred (skills):**

Keyboarding; operate data entry equipment, copiers and other office equipment.

**Physical Demands (include environmental conditions):**

Ability to lift light to moderate weight (up to 60 pounds); communicate using speech, hearing and vision skills. Work inside and outside of classroom with children and teachers. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.