

**CHANDLER UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASSIFICATION:** OFFICE  
**TITLE:** ASSESSMENT ASSISTANT  
**CALENDAR:** ASSESSMENT ASSISTANT  
**SALARY:** GRADE 6

**Job Goal** Administer standardized assessments to individual and small groups of students.

**Minimum Qualifications:**

- High School Diploma or equivalent
- Ability to speak, read, and write Spanish fluently desired
- Experience in the area of regular education, bilingual and/or special education desired
- Satisfactory criminal background check

**Core Job Functions:**

- Administer AZELLA assessments in accordance with the test publisher's standards
- Review LEP Data Sheets for student information to coordinate needed AZELLA testing (Pre, Post)
- Translate (both oral and written) for parents, students, staff and others
- Prepare proper AZELLA testing material forms for Oral, Reading and Writing assessments
- Assist in the preparation of testing calendars for all sites
- Receive inquiries by telephone or in person and giving out appropriate information
- Perform a wide variety of clerical tasks involving records, files, tests, reports, phone calls and appointments
- Work with district personnel to coordinate AZELLA testing
- Order and preparing the materials for AZELLA testing program
- Alert the teacher to any problems or special information about students served
- Be flexible and performing other duties relating to general job function as assigned by supervisor
- Assist in the maintenance of a quiet and orderly testing environment
- Operate and caring for school districts' equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

**Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model
- Work with a large cross section of people in a professional and non-judgmental manner

### **Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.