

**CLOVIS UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

<b>Position:</b>	Agency Test Proctor-Clovis Adult Education	<b>FLSA:</b>	Non-exempt
<b>Department/Site:</b>	Clovis Adult Education	<b>Salary Grade:</b>	11
<b>Reports to/Evaluated by:</b>	Learning Director	<b>Salary Schedule:</b>	Adlt. School

---

**SUMMARY**

Under direction, registers, monitors and tracks referred CalWorks students in various programs, e.g., General Educational Development, Adult Basic Education, English Second Language, Career Technical Education, Certified Nurse Assistant, Licensed Vocational Nurse. Employee coordinates the monitoring and distribution of Federal Pell Grant monies to Career Technical Education students. Maintains accurate attendance, expenditures, and student performance records for final data entries to the state.

**DISTINGUISHING CAREER FEATURES**

Independently manages and organizes materials and procedures related to the intake and subsequent tracking of agency participating students in adult education mandated classes. Under the direction of the Learning Director, interview students, administers placement and progress tests, registers and enrolls agency students into the appropriate English as Second Language, Adult Basic Education and General Education classes. Records scores and student information and prepares various reports for the sponsoring agency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Processes incoming agency students by testing for appropriate placement in adult classes. Completes registration information, inputs student’s information into the school’s database, and completes State required accountability forms.
- Interviews students, administers placement tests to enroll agency student into appropriate program.
- Provides brief orientation to new students. Coordinates and completes registration information. Registers and enrolls students into the appropriate English as a Second Language, Adult Basic Education and General Education classes. Completes state required accountability forms.
- Administers, scores and records placement, progress, certification and other related tests for adult students. Performs testing of students as required by the designated agency and the State.
- Assists in the preparation of tests and testing materials. May assist ESL classroom instructor with individual or small group instructional support.
- Maintains pre- and post-testing records to establish student growth.
- Assists in tracking the progress and status of adult students and in managing the associated record-keeping procedures; recording scores and student information on the computer database. Tracks agency students’ weekly attendance for recording and reporting to the agency.

- Participate in staff development and in-service training programs.
- Performs a variety of complex clerical and record keeping related to student enrollment and completion of programs. Organizes and manages materials related to intake and student tracking.
- Verifies and responds to inquiries from other agencies regarding student grades attendance and /or other information contained in student files.
- Performs other related duties and responsibilities as required.

## **QUALIFICATIONS**

**Knowledge and Skills:** Knowledge of adult education and agency testing procedures. Strong communication skills to interact with students, teachers, and other faculty and staff. Knowledge of computer applications and data entry. Must have good organizational and communication skills. Requires good English, grammar, spelling, punctuation and math skills.

**Abilities:** Requires the ability to perform the duties of the position efficiently and effectively. Ability to understand and follow oral and written instructions. Ability to read, interpret and follow rules, regulations, policies and procedures. Ability to operate instructional and office equipment. Ability to read, write and speak competently in English. Ability to work independently. Maintain confidentiality of student records and student information. Ability to deal politely with the public and demonstrate an understanding, patient and receptive attitude toward students. Ability to perform clerical duties. Ability to maintain accurate records. Requires the ability to work successfully with culturally diverse student populations and with limited English proficient students. Ability to establish and maintain cooperative working relationships with staff, students and faculty.

**Physical Abilities:** May require arm, hand, finger dexterity to operate keyboard, typewriter or other office equipment. Requires good hearing and speaking ability to communicate with staff and children.

**Working Conditions:** Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

**Experience and Training:** High school diploma or equivalent; supplemented by one (1) to two (2) years responsible clerical experience and basic accounting support work preferred. Specific experience in working with culturally diverse adult students in an organized setting.