

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Assessment Technician

**Terms of Employment:** 12 month contract; 183 days + 25 extended days

**FLSA Status:** Exempt

**Reports to:** Director, Career and Technology Center

**Brief Description of Position:**

The Assessment Technician's responsibilities include preparation, teaching and conducting laboratory courses as assigned including but not limited to development of curriculum and facilitating student learning in classroom and lab setting, tutoring, and evaluating students.

**Required Qualifications:**

- Bachelor's Degree in Business or Education
- Three years successful assessment/job profiling experience.
- High level of communication skills, both oral and written.
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint.
- Ability to work on multiple projects at once.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.

**Essential Duties and Responsibilities:**

- Provides support services that help students become and remain successful in school.
- Administers and proctors skill assessments and pre-employment assessments to secondary and post-secondary students.
- Administers and proctors several different assessments for pan, PearsonVUE, ACT, etc.
- Administers and proctors pre-entrance assessments for post-secondary programs.
- Administers and proctors pre-entrance assessments for community colleges and universities.
- Performs WorkKeys Job Profiling for local businesses.
- Administers and proctors WorkKeys assessments.
- Prepares invoices for assessment services.
- Manage inventory of assessments and supplies.
- Maintains schedule of assessment availability.
- Serve on community and district committees.
- Serves as advisor for SkillsUSA.
- Perform other duties as assigned by Director of Career and Technology Center.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 2013