

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	PART TIME SUMMER SCHOOL EOC (END OF COURSE) TEST PROCTOR		FLSA STATUS:	NON-EXEMPT
PAY GRADE:	P/T SS RATE	DUTY DAYS:	DATE REVISED:	02/19/2025 HC
FUNDING SOURCE:	THIS POSITION IS FOR SUMMER SCHOOL ONLY.			

MINIMUM QUALIFICATIONS:

A certified AISD Secondary teacher and End of Course (EOC) testing experience is preferred.

SKILL REQUIREMENTS:

The incumbent must be skilled in time management and have the ability to manage a quiet working environment during the testing time frame. This position requires a basic understanding of computers, and the ability to interact with and relate to children.

JOB PURPOSE AND RESPONSIBILITY:

This position will proctor End-Of-Course Exams during summer school. Testing will take place at each home campus.

ESSENTIAL FUNCTIONS:

- Establish clear expectations for the student testing environment.
- Monitor the test taking environment and ensure that the integrity of the testing environment is not compromised or disruptive.
- Use time perimeter to adhere to requirements and duties for proctors and each exam that is being proctored. Ensure each student is provided exams per allotted requirements permitted.
- Follow district safety protocols and emergency procedures.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

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. Work is generally conducted in a classroom environment. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position works under the general supervision of the campus summer school principal.

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The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:

Date: