



Job Title: June 2025 EOC Test Administrator

Reports to: Campus Test Coordinator

Dept./School: Assigned Summer School Campus

Rate of Pay: \$45/hour

Primary Purpose:

To serve as a test administrator, monitor, and support roles to ensure accurate EOC testing during the administration of the June STAAR EOC.

NOTICE:

Employment is contingent upon student enrollment numbers. The number of employees hired for summer school is entirely dependent upon student enrollment and number of students testing each day.

***NOTE: Reporting times may be adjusted on testing days to address student needs.**

Qualifications:

- Position is open to current Certified EISD teacher only (teachers retiring at the end of this school year are not eligible, nor are employees still on contract)
- Must understand and implement proper test administration procedures and sign an oath of test security and confidentiality.

Work Schedule:

- June 23 – June 27 (5 days)
- Monday through Friday
- 7:30 am – 3:00 pm
- No additional training dates will be held

Major Responsibilities and Duties:

1. Implementing the test administration processes and procedures stated in the applicable test administrator manuals
2. Ensuring that students have the required materials and allowed accommodations for the assessments
3. Actively monitoring test sessions to maintain test security
4. Maintaining the security of test materials until they are returned to the campus coordinator

5. Reporting any suspected violation of test security to the campus coordinator
6. Perform other duties as assigned.

Mental/Physical/Environmental Factors:

Maintain emotional control under stress; Continual walking, standing, stooping, kneeling, bending, and twisting; Work indoors and outdoors in varying climate conditions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____