

Fairborn City Schools  
306 E. Whittier Avenue  
Fairborn, OH 45324  
(937)878-3961

**November 24, 2015**

**POSITION VACANCY ANNOUNCEMENT**

**POSITION:** Administrative Assessment Assistant  
Up to 480 hours for the 2015-2016 school year  
At \$24.19 per hour

**DISTRICT:** Fairborn City Schools

**QUALIFICATIONS:**

1. Prepares and organizes testing materials in accordance with testing requirements and with established testing protocol and guideline.
2. Distributes & collects test materials in accordance with established testing guidelines.
3. Administers make up tests to individual or groups of students according to strictly prescribed guidelines and standards
4. Assists in the enforcement of test security policies and procedures before, during, and after testing.
5. Prepares test material for shipment; verifies accuracy of test materials and prepares all associated documentation.
6. Provides general administrative assistance related to district testing.
7. Performs miscellaneous job-related duties as assigned.

**Minimum Job Requirements:**

Ohio Certification/Licensure (Principal)

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Ability to communicate effectively, both orally and in writing
- Skill in the use of personal computers and related software applications
- Ability to understand and follow specific instructions and procedures
- Knowledge of testing protocol, guidelines, procedures and standards
- Ability to maintain appropriate testing facilities and aids
- Knowledge and understanding of testing security standards and procedures
- Ability to complete moderately complex administrative paperwork
- Organizing and coordinating skills

**APPLICATION DEADLINE:** December 3, 2015

**COUNTY:** Greene  
**CONTACT:** Gary Walker  
Director Student Services/Certified Personnel  
gwalker@fairborn.k12.oh.us

**ADDITIONAL DATA**

Screening for interviews may occur based upon the number of applications. Such screening may also be based upon experience, certification, recommendations, or other qualifications.

CC: All Buildings  
FEA President  
Central Office