

**Project: LEARN of Medina County  
Assessment and Orientation Clerk, Aspire  
Job Description**

Job Title: Assessment & Orientation Clerk, Aspire  
Department: GED  
Reports To: Executive Director  
FLSA Status: Non-Exempt  
Grade: Pay scale \$15-\$20 per hour (Up to 20 hours per week, dependent on classes)  
Date: July, 2021

**SUMMARY**

Conducts the required components of program assessment and orientation for potential and returning Aspire students. Administers the state of Ohio initial and on-going assessments required for Aspire program enrollment.

**ESSENTIAL FUNCTIONS**

- Demonstrated understanding of standardized testing principles. Screens incoming clients for proper identification prior to administering the test, maintains and records test results and materials associated with the testing session
- Ability to lead an orientation session that includes student interaction, program explanation, etc.
- Standardized test administration of both Adult Basic Education and English Language Learner standardized testing. This may include the official GED practice test, The Adult Basic Education test (TABE) and other initial assessment and progress testing requires for program enrollment
- Responsible for documenting every aspect of the test administration process by using appropriate forms and responding appropriately to situations involving test security
- Maintains an inventory of test supplies for the program and informs the Program Manager and/or Director of items needed
- Assists with enrollment and orientation of students in the Aspire program
- Maintains a high level of customer service to develop rapport with potential students and test candidates
- Performs other duties as assigned

**REQUIRED QUALIFICATIONS**

**EDUCATION AND EXPERIENCE/TRAINING**

- High School Diploma (or equivalent)
- Minimum of 2 years of experience administering standardized testing
- Ability to follow strict procedures and multi-step processes
- Demonstrated proficiency with Microsoft Outlook, Word, Excel and PowerPoint
- Ability to confidentially and discreetly handle subject matters requiring privacy and sensitivity
- Ability to prioritize/handle multiple tasks and work with deadlines in a dynamic environment with limited supervision
- Excellent customer service skills and proven ability to develop and sustain productive customer relationships
- Possess sensitivity to respond appropriately to the needs of a diverse population

07/06/2021

## **COMPETENCIES**

### **CRITICAL COMPETENCIES**

- Service Focus
- Adaptability
- Quality of Work

### **VERY IMPORTANT COMPETENCIES**

- Communication
- Collaboration

### **IMPORTANT COMPETENCIES**

- Time Utilization
- Continuous Improvement

## **PERFERRED QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE/TRAINING**

- Associate's Degree
- Experience working with adult learners
- Standardized test administration

### **PHYSICAL DEMANDS/WORKING CONDITIONS**

*(The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- The work is partially performed in a normal, professional office environment; may require travel to orientation sites throughout the county.
- The work area is adequately lighted, heated and ventilated
- Typically, the employee may sit comfortably to perform the duties of the job and will perform repetitive motions with hands/fingers using a computer mouse and keyboard to type. However, there may be some walking; standing; bending; carrying of light items such as papers, files, pamphlets, books, etc.;
- Work may also require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the worksite;

### **EQUAL OPPORTUNITY STATEMENT**

Project: LEARN of Medina County is committed to attaining excellence through the recruitment and retention of a qualified and diverse workforce. Project: LEARN of Medina County is an equal employment/educational opportunity institution.