



**COLTON-REDLANDS-YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM**

Employment Opportunity

Human Resources: 1214 Indiana Court, Redlands, CA 92374 - (909) 793-3115

P.O. Box 8640, Redlands, CA 92375-8640

Regular Hours – Open Monday through Thursday 9:00a.m. – 4:00p.m. and Fridays 9:00a.m. – 1:00p.m.

Closed 12:30pm to 1:30pm Monday - Thursday for lunch

Web Site: www.cryrop.org Appy on: www.edjoin.org

If you deliver your application personally please go to the Registration Office, Bldg. B

**CLASSIFIED POSITION:
Testing Proctor – On Call Pool**

APPLICATION OPEN DATE: Friday, July 28, 2017

APPLICATION DEADLINE: Open Until Filled

First Screening: Monday, August 7, 2017, at 12:00pm

Required Materials:

- Completed application
- Cover Letter
- Current Resume
- 2 current (dated and signed within 2 years) letters of recommendation (unsigned letters or electronic signatures not accepted)
- Proof of Education.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Annual Salary Range: \$14.00 / Hour – Non-Benefited Position

Hours: On Call

Proposed Start: Immediately

Work Site: CRY-ROP District Office

The Testing Proctor will administer a variety of tests and assessments as required by special grant projects, contracts, and instructional programs which offer students an opportunity for industry certifications. The proctor may also administer career assessments, high school equivalency tests, and related materials. A Proctor after time of hire cannot administer exams for programs in which they intend to pursue a certification or if they are a certified instructor.

BASIC FUNCTION:

Under the direction of Superintendent and/or designee, administer tests and assessments as required by special grants and projects, and instructional programs which offer students an opportunity for special state and/or national certifications. The proctor may also administer career assessments and related materials.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

Administer tests and assessments per testing protocol.

Maintain test security in testing environment using proper management and control techniques.

Assist in the coordination of testing schedules, dates and facilities.

Compile and verify information; prepare and maintain a variety of logs and records related to test administration; review and verify the accuracy and completeness of various documents; establish and maintain filing systems.

Communicate with other departments, ROP staff and outside organizations to exchange information and obtain current information pertaining to testing and assessment issues.

Assist in monitoring inventory levels of testing supplies and materials; assist with ordering, receiving and maintaining inventory of testing supplies and materials.

Participate in a variety of special projects as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Basic terminology, processes and operations of assigned position.

Record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Read and interpret test administration directions and protocols.

Maintain records, logs and files.

Understand and follow oral and written directions.

Compose correspondence and written materials independently.

Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

May require traveling and reporting to alternative sites and locations.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Lifting and carrying of moderately heavy materials as assigned by the position.