SHORT TERM PROCTOR: STANDARDIZED TESTS AND SATURDAY SCHOOL
(NON-INSTRUCTIONAL)

DEFINITION: Under general supervision, performs a variety of tasks related to the administering of standardized tests for
students, including PSAT, SAT, Advanced Placement, etc., supervise students and monitor attendance at school-related events including Saturday School, after-school programs, etc.

DISTINGUISHING CHARACTERISTICS This is a temporary and at-will/short-term job classification, non-certificated, and is not considered part of a
regular assignment for current IUSD employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
• Administer standardized tests according to guidelines provided by the testing agency
• Distribute, collect, and take inventory of test materials as prescribed in test guidelines
• Maintain a safe and orderly environment for test-

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LICENSES AND OTHER REQUIREMENTS:
Successfully pass the District’s Proficiency Test or have passed CBEST
Activity Supervisor Clearance Certificate or other safety clearance (Department of Justice and Federal Bureau of
Investigation)

PHYSICAL DEMANDS:
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. Reasonable accommodations may be made to enable
individuals with disabilities to perform the essential functions.
• Dexterity of hands and fingers to operate standard office and classroom equipment.
• Seeing to read a variety of materials and monitor student activities.
• Sitting or standing for extended periods of time.
• Bending at the waist, kneeling or crouching to assist students.
• Hearing and speaking to exchange information.
• Reaching overhead and above shoulders to access materials.

WORK ENVIRONMENT:
Indoor/classroom environment. The work env!%Cí1@4BLÕqAr!":ä–!Jä1b!%!®Jä®A"Áb‘"!"qA®Nc"r!ä"®No1#æ!")qAr#••9qÀ I0’QI	Ñ%Ò•&Ó•8ã•(ã‘Ò‰Mã“¡¡ÀÆÓg%4UÍRYKBÍ:dÑ¤"a ±¤,ÓÑ‰MÓ¦CbRar-Š±&B6&-"2ðE&!‘