



**JOB DESCRIPTION**  
Research Assistant

<b>DIVISION:</b> Office of Performance & Information Technology (PIT)	<b>GRADE:</b> 122
<b>DEPARTMENT:</b> Data & Information Group	<b>WORK DAYS:</b> Annual
<b>REPORTS TO:</b> Director (Testing and Assessment)	<b>FLSA STATUS:</b> Non-Exempt
<b>CLASSIFICATION:</b> Classified	<b>DATE:</b> 3/30/2021

**Our Mission:** Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

**Our Vision:** A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

**Our Guiding Principles:** **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

**POSITION SUMMARY**

The Research Assistant (Testing & Assessment) is responsible for overseeing assessment platforms and providing administrative support related to the implementation of the comprehensive assessment program, supporting the District's direction regarding assessments. Supports the adherence to all State and Federal guidelines related to testing and performs detailed work that is confidential in nature.

**MINIMUM REQUIREMENTS**

***EDUCATION:***

- High School diploma or GED required.
- Bachelor's degree preferred.

***CERTIFICATION/LICENSE:***

- N/A

***WORK EXPERIENCE:***

- 2 years of successful, relevant experience including platform management in a K-12 educational setting.

**KNOWLEDGE, SKILLS & ABILITIES**

- Excellent written and verbal communication and customer service skills.
- Proficient with Microsoft Office and multiple assessment platforms.
- Attention to detail, and strong organizational skills.
- Ability to work successfully with school-based personnel, community members, and external customers.
- Ability to support K-12 assessment administration.
- Ability to apply continuous improvement strategies to program functions.



- Ability to problem solve and make sound decisions.
- Ability to work well independently and within a team.
- Ability to be flexible and adapt as needed between in-person environments.

### **ESSENTIAL DUTIES**

- Coordinates testing, reports management, storage, and retrieval activities.
- Generates reports from assessment and Student Information System platforms and maintains records management system for the department.
- Supports the receipt and delivery of secure testing materials.
- Provides administrative support including: drafting memos, correspondences, forms, and meeting minutes; answering phones, maintaining calendars, ordering supplies, and providing information regarding District testing policies and regulations.
- Updates new student assessment records within the Student Information System.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

**Upper Body Mobility:** Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

**Remote Work Requirements:**

**Additional Work Conditions & Physical Abilities:** Ability to be flexible and adapt as needed between various in-person working environments.



***The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***