Job Description

**Job Title:** Technical Assistant II

**Supervisor:** Supervisor II, Testing

**Position Code:** 4N08 or DN08

**Pay Grade:** 15

**Contract Length:** 245 Days

**Job Classification:** Non-Exempt

**Job Summary**
Position is responsible for support to the Testing Department.

**Essential Duties**
1. Distributes standardized test materials including those for the Virginia State Assessment Program, SOL Assessments and division ORT’s to schools.
2. Organizes the collection of standardized test materials from schools at the conclusion of testing periods.
3. Organizes the storage and inventory of standardized test materials in an orderly manner.
4. Distributes the results of standardized tests and other reports.
5. Operates equipment to scan documents used in tests and surveys.
6. Distributes mail within the Testing Department.
7. Provides occasional pickup of materials from SCOT warehouse.
8. Provides occasional delivery of materials to schools.
9. Models nondiscriminatory practices in all activities.

**Other Duties**
1. Performs any other related duties as assigned by the Supervisor II, Testing or other appropriate administrator.

**Job Specifications**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**
Completion of a standard high school or any equivalent combination of experience and training. Thorough knowledge of standard office practices, procedures, and equipment. Ability to establish and maintain effective working relationships with staff and the general public. Ability to understand and follow oral and written instructions.

**Working Conditions & Physical Requirements**
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
accommodation may be made to enable individuals with disabilities to perform essential functions.  

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see 
and read a computer screen and printed material with or without vision aids; hear and 
understand speech at normal levels and on the telephone; speak in audible tones so that 
others may understand clearly in person and on the telephone; ability to understand and 
follow oral and written instructions; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an 
employee encounters while performing the essential functions of this job. Reasonable 
accommodations may be made to enable individuals with disabilities to perform the 
essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Supervisor II, Testing

*This job description in no way states or implies that these are the only duties to be 
performed by this employee. The Technical Assistant II will be required to follow any 
other instructions and to perform any other related duties as assigned by the 
Supervisor II, Testing or appropriate administrator. Newport News Public Schools 
reserves the right to update, revise or change this job description and related duties at 
any time.*

**Approvals:**

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Date</th>
</tr>
</thead>
</table>

I acknowledge that I have received and read this job description.

<table>
<thead>
<tr>
<th>Employee Name (Print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>