

K12 Louisiana Test Administrators JD

Pay: \$15.00 p/hr.

Mileage reimbursed for up to 30 miles per day

Passionate Test Administrators (Proctors) are needed for Spring 2020 Louisiana State Assessments. We want you to be a part of our talented team!

Test proctors needed in the following cities/locations/dates:

Test Dates	Location	Street Address	City	Zip
March 17th	Southern University New Orleans	Leonard S. Washington Memorial Library 6400 Press Dr	New Orleans	70126
March 30-April 3	Southern University New Orleans	Leonard S. Washington Memorial Library 6400 Press Dr	New Orleans	70126
April 27-May 1	Southern University New Orleans	Leonard S. Washington Memorial Library 6400 Press Dr	New Orleans	70126
March 19th	Louisiana Tech University	201 Mayfield Ave	Ruston	71270
April 20-24	Louisiana Tech University	Mayfield Ave	Ruston	71270

This is a temporary position for the time periods listed above.

Requirements:

- High School Diploma
- Punctual, reliable, professional - **individual MUST be able to commit to being at the test site on the dates indicated during the times needed**
- Attention to detail
- Previous experience in a professional setting such as customer service industry, administrative assistant, teacher, etc.
- At least 2-3 years of consistent work experience
- **Computer Software/Hardware** - must have access/knowledge in order to respond to emails and attend online training sessions
- 7 year criminal background check clear and complete PRIOR to start
- Ability to sit/stand for long periods of time

Job Description:

AS A TEST ADMINISTRATOR (PROCTOR) YOU WILL...

- Receive training and administer Louisiana State assessments to **Southern University Laboratory School** students at various testing sites in Louisiana
- Attend/complete required online training sessions and/or Test Administrator meetings
- Read the State and School Test Administration Manual and Test Administrator Directions for all tests you will administer
- Travel to test sites within assigned route (**mileage is paid up to 30 miles/test day**)
- Set up tables, chairs, and computer lab

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- Maintain and confirm that all equipment is up to date and in working order
- Sign students into the test site
- Read Test scripts and follow all Louisiana State Test Security policies and procedures
- Actively monitor students while they are completing assessments (use of personal electronic devices is prohibited during student testing)
- Provide and maintain a safe and orderly testing environment

Prior to test date:

- Read/respond to various emails from Southern University Laboratory School within 24 hours
- Attend/complete required online training sessions and/or Test Administrator meetings (typically takes less than 1 hour before actual testing takes place)
- Read the General Manual and Test Administrator Directions for the subject you will administer.

On test date:

- Classroom-based position requiring ability to actively monitor students throughout the classroom while taking tests
- Take attendance for the classroom and report absences to site coordinator
- Read instructions to students/answer questions
- Actively monitor students while they are taking the test
- Ensure test security according to TEA guidelines provided during training
- Hours needed will vary by test however; they will be during the times of 7:00am-6:00pm (4-8 hours/day depending on the test).

To APPLY, please choose one of the following:

1. **CLICK on the link: [Apply Now!](#)**

OR

2. To **IMMEDIATELY schedule a phone interview** with a Randstad recruiter, click this link:

<https://calendly.com/adele-calendar/30min>