



## Job Description

**Job Title:** Accountability Assistant II  
**Position Code:** 4N59, DN59  
**Job Classification:** Non-Exempt

**Supervisor:** Supervisor of Testing  
**Pay Grade:** 22  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing both clerical office support and technical assistance to the Supervisor of Testing.

### Essential Duties

1. Performs a variety of clerical tasks as assigned by the Supervisor of Testing and appropriate Director.
2. Assists in creating and maintaining of the operational budget for the Testing Department.
3. Compiles information from various sources for records and reports.
4. Maintains student testing files and records.
5. Registers students in a variety of database systems.
6. Organizes and monitors the maintenance of testing training materials for all testing administrations.
7. Manages purchase orders and processing of test booklets, student labels, and scoring reporting services for testing office.
8. Coordinate testing services with other Newport News Public School departments.
9. Answers the telephone and responds to the needs of parents, teachers, and administrators.
10. Enter Standards of Learning test results in student database system for all students transferring to NNPS.
11. Assist with the electronic data entry of alternative test scores.
12. Assist in the verification of student demographic information on testing answer documents.
13. Performs tasks such as order test materials from the Print Shop, order special pony deliveries, updates division testing calendar, and organizes training meetings along with their location.
14. Models' nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Supervisor of 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 high school and or any equivalent combination of experience and training including. Experience working with multiple projects under tight deadlines. Familiarity with assessments mandated and reporting tools utilized by the state of Virginia desired. Thorough knowledge of standard office practices, procedures, and equipment. Ability to type accurately and at a reasonable rate of speed, familiarity with Microsoft Office 365. Must possess the ability to establish and maintain effective working relationships with other employees and the public. Ability to understand and follow oral and written instructions.

**Working Conditions & Physical Requirements**

Must have the ability to sit for extended periods of time; 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 of Testing

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Accountability Assistant II will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of 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:**

\_\_\_\_\_  
Supervisor Date

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

\_\_\_\_\_  
Employee Name (Print) Signature Date

Revised 09/2021 CR