

2019 Long Print/Web Ad

Temporary Job Opportunities: Assessment Coordinators

We are seeking motivated individuals who are committed to excellence and experienced in working with primary and secondary school students. Westat is recruiting for the 2019 **National Assessment of Educational Progress**, also known as **NAEP** or **The Nation's Report Card**, for the **National Center for Education Statistics**, which is part of the **U.S. Department of Education**.

The position involves **leading a team conducting assessments** using touch-enabled tablets with 4th-, 8th-, and 12th grade students in participating schools across the country. You will lead a team of 2-4 people, and be responsible for assessment equipment during and between assessments. This opportunity is ideal for retired educators.

Your duties will include:

- Conduct preassessment activities with school personnel;
- Oversee teams of assessors in all aspects of their work;
- Lead in-school activities of assessment teams;
- Data entry;
- Provide performance feedback to the assessment team; and
- Maintain performance documentation.

Westat provides complete paid training for all job responsibilities, paid time and mileage reimbursement for local driving to and from schools, weekly paychecks with direct deposit available, and opportunities for advancement based on performance.

Qualified applicants must:

- Be available to work up to 40 hours a week, from December 2018 to March 8, 2019;
- Complete required components of training, including an online course in November 2018 and a 4-day in-person training in December 2018;
- Be willing to complete background check requirements, including an FBI fingerprint check;
- Have a valid (current) driver's license that is not under suspension and regular access to an insured, reliable vehicle to travel to and from schools;
- Have regular and reliable access to long distance telephone service and high speed Internet; and
- Have a high school diploma or GED;

The following criteria are preferred:

- Prior experience working in an educational setting or working with students;
- Prior experience working in a team environment;
- Excellent verbal and written communication skills;
- Ability to work cooperatively as part of a team;
- Strong interpersonal skills;
- Basic computer proficiency;
- Self-motivated, organized, flexible, and detail-oriented;
- Ability to multitask in a fast-paced environment;
- Willingness to travel overnight, if necessary; and
- Be willing and able to lift and carry up to 50 pounds (which included technical equipment) and be able to climb stairs if needed with or without reasonable accommodations.

This opportunity is a part-time, temporary position with limited benefits. For more information, visit www.workNAEP.com and provide your name and email. We will contact you with a link to our online application when it is available. **Online applications will be accepted beginning in June 2018.**

For more information email NAEPrecurit@westat.com

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