



## **Success Center and Testing Center Aide**

### **Job Description**

The Student Services and Testing Center Aide is responsible for supporting the student services and testing center operations, ensuring that students receive the necessary academic support, resources, and accommodations as directed by the lead special education instructor and administration. This role involves coordinating various student services, managing testing schedules, providing academic support, and maintaining a supportive and organized environment.

### **Responsibilities:**

- Coordinate and administer tests, ensuring compliance with school policies and testing guidelines.
- Ensure the security and confidentiality of testing materials and student information.
- Provide academic support to students assigned to the success center each class period, monitoring student progress and collaborating with teachers to identify and address academic challenges.
- Provide timely and effective communication regarding student progress to appropriate teachers, administrators, and parents.
- Participate in meetings and professional development opportunities to stay informed about best practices in student support and testing accommodations.
- Maintain accurate records of student attendance in the success center, academic progress, testing schedules, and accommodations provided.
- Assist in preparing and submitting reports on student services activities, testing center usage, and student outcomes to school administration.
- Other duties as assigned.

### **Qualifications:**

- Certified teacher aide with special education background preferred.
- Previous experience in an educational setting, particularly in student services, academic support, or test administration preferred.
- Ability to work effectively with students, parents, teachers, and staff.
- Empathy, patience, and a supportive attitude toward students with diverse needs.