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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : VOCATIONAL TEST AIDE**  
**Code: 210145 LRF**  
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**GENERAL STATEMENT OF DUTIES**

Assists Vocational Rehabilitation Counselors in administering various types of assessment tests to handicapped adults; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the use of judgment in administering and scoring examinations.

**TYPICAL DUTIES**

- \* 1. Conducts intake of students by questioning students and completing intake assessment forms.
- \* 2. Explains and demonstrates battery of Vocational Assessment tests to be administered.
- \* 3. Observes students during testing, and keeps anecdotal notes and observation of performance during testing procedure.
- \* 4. Reviews test to assure completion.
- \* 5. Uses answer keys, scores and reports test results to Vocational Rehabilitation Counselor, and reports anecdotal observations to counselors.
- 6. Compiles data for research purposes.

**\*ESSENTIAL FUNCTIONS**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of the principles and practices of vocational examination construction.
2. Ability to administer and score examinations.
3. Ability to observe and record clients' performance.
4. Ability to establish and maintain effective working relationships with clients and associates.
5. Ability to maintain records and prepare reports.
6. Ability to express oneself effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school  
and

1. Completion of one year of study (30 semester hours) at a regionally accredited or New York State registered college or university  
or
2. One year of satisfactory experience using, and/or administering, and/or evaluating standardized tests.

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