

5/28/10

**2011 National Assessment of Educational Progress
Temporary Job Opportunities: Assessment Administrators**

We are seeking motivated individuals, who are committed to excellence and are experienced in working with primary and secondary school students. We will be conducting the 2011 **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 conducting assessment sessions with 4th-, 8th-, and 12th-grade students in participating schools across the country. Each session lasts approximately 90 minutes, and involves about 30 students. You will work on a team but will conduct some sessions alone. This opportunity is ideal for retired educators.

Your duties will include:

- Preparing assessment materials and assessment locations,
- Checking student attendance,
- Reading directions aloud to the students from a prepared script,
- Monitoring the sessions,
- Answering student questions using prepared guidelines,
- Collecting completed assessment materials, and
- Preparing completed materials for shipping.

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 should:

- Be fluent in English (persons speaking fluent English and Spanish are encouraged to apply),
- Be detail-oriented,
- Have the ability to work effectively on a diverse team,
- Be able to work with students in a classroom setting,
- Be willing to submit fingerprints for a required FBI background check,
- Have the ability to lift a box weighing 15 pounds and carry it up the stairs with or without a reasonable accommodation,
- Possess a valid driver's license and the use of a reliable car to travel to and from schools,
- Be available to work 20 to 30 hours a week, during the day from January 24 to March 4, 2011, and
- Be available to attend a local one-day training between January 3 and January 21, 2011.

This opportunity is a part-time, temporary position with limited benefits. To apply, go to www.westat.com/jobs and insert 3260BR in the space provided. For more information e-mail NAEPreruit@westat.com or call 1-888-237-8036.