

ASSESSMENT TEAM MEMBER JOB DESCRIPTION

Reporting to the Bookkeeping and Data Supervisor, the Assessment Team Members will be responsible for supervising and monitoring standardized literacy assessments in READ USA's Literacy Tutoring Program. Assessment Team Members play a key role in collecting reliable, high-quality data that informs the literacy progress of participants in the program.

Responsibilities:

- Administer standardized literacy assessments to students in grades K–5, following all protocols with fidelity
- Build rapport with students while maintaining professionalism and neutrality during assessments.
- Accurately record, score, and submit assessment results within specified deadlines.
- Maintain confidentiality and protect all student data in compliance with FERPA and READ USA policies.
- Collaborate with READ USA staff and school personnel to ensure smooth assessment operations.
- Attend a mandatory paid training session at the Schultz Center to learn assessment protocols and tools.
- Report any issues or anomalies in assessment environments to supervisors promptly.

Qualifications:

Required:

- Bachelor's degree or higher
- U.S. work authorization with ability to provide supporting documentation
- Experience working with children in educational settings
- Strong interpersonal skills, reliability, and attention to detail
- Ability to travel to assigned school sites across Jacksonville

Preferred:

- Certification as an elementary school teacher.
- Experience administering standardized assessments with students.
- Familiarity with school environments and working with diverse student groups.

Additional Information:

- This role requires punctuality, professionalism, and the ability to work independently in schools.
- Must be able to pass a background check
- Assessment schedules and locations will be assigned based on availability and need. Candidates may indicate location preferences
- Commitment to upholding the mission and values of READ USA

READ USA is an equal opportunity employer.