Short-Term
Job Opportunity

What is NAEP?
The National Assessment of Educational Progress, also known as The Nation’s Report Card, is the only nationally representative and ongoing assessment of what our nation’s students know and can do. Sponsored by the U.S. Department of Education, NAEP has been conducted since 1969 and is nationally recognized as the “gold standard” of elementary and secondary student assessments. NAEP will administer mathematics and reading assessments to students in grades 4 and 8. National and state-level results will be released as The Nation’s Report Card. Most students will take the assessment on tablets with keyboards and some students will take paper-and-pencil versions of the assessment. NAEP is administering the assessments via both tablets and paper booklets to evaluate any mode (administration) differences. Multiple sessions are usually conducted in each school. Each session lasts approximately 120 minutes, and involves about 25 students. Field staff usually work in teams.

Candidates should:
• Enjoy working with children in schools,
• Be detail oriented,
• Be able to work in a team environment, and
• Have good communication skills.

Prior education or research experience is a plus.

Ideal work for retired teachers.

For more information about Westat, visit: www.westat.com

Tell me more about this opportunity!
NAEP is conducted between the last week in January and the first week in March every other (odd) year, employing thousands of staff. NAEP 2017 has short-term opportunities to work on this important study of U.S. education.

Job assignments begin in late 2016 and early 2017 and last until March 2017. Westat will be accepting online applications for field positions beginning May 15, 2016.

How Do I Apply?
To apply, visit www.westat.com/CAREERS (after May 2) and select “Search Field Data Collection Jobs.” Search for Nebraska, find the NAEP Assessment Administrator position, and select the “Apply to Job” button. For more information e-mail NAEPrecruit@westat.com.

Qualified applicants should:
⇒ Be fluent in English (persons speaking fluent English and Spanish are encouraged to apply),
⇒ Be comfortable working with laptops, tablets and smartphones,
⇒ 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 case weighing 45 pounds into and out of cars with or without a reasonable accommodation,
⇒ Have a valid (current) driver’s license that is not under suspension and regular access to reliable transportation to travel to and from schools,
⇒ Be available to work 30 to 30 hours a week, during the day from January 23 - March 3, 2017, and
⇒ Complete a 3 part training package before beginning work, including
  • on-line training modules and quizzes on a computer,
  • web-based meetings, and
  • an in-person meeting

Responsibilities include
⇒ Administering assessment sessions in schools for a group of approximately 30 students and
⇒ Ensuring quality control by preparing, reviewing, and coding assessment forms.
⇒ Assessment activities include:
  • Unpacking and setting up tablets
  • Preparing assessment locations,
  • Checking student attendance,
  • Reading directions aloud to students from a prepared script,
  • Monitoring the sessions according to NAEP protocol,
  • Answering student questions using prepared guidelines,
  • Preparing tablets between sessions, and
  • Shutting down and packing up tablets.

Westat offers
⇒ Paid training for all job responsibilities,
⇒ Paid time and mileage reimbursement for local driving from home to schools and back,
⇒ Weekly paychecks (with direct deposit available), and
⇒ Opportunities for advancement based on performance.

Westat, a nationally prominent research firm responsible for conducting NAEP since 1985, is an Equal Opportunity Employer.

Observations:
1. The National Assessment of Educational Progress (NAEP) is a nationwide program that evaluates the academic performance of students in grades 4, 8, and 12.
2. The assessment is administered by the U.S. Department of Education and is one of the most widely used standardized tests in the United States.
3. NAEP has been conducted since 1969 and is nationally recognized as the “gold standard” of elementary and secondary student assessments.
4. In 2017, NAEP will be conducted using tablets with keyboards, allowing for the use of multiple sessions in each school.
5. Field staff will work in teams to administer the assessment, and a 3-part training package will be provided before beginning work.
7. Qualified applicants should be fluent in English and have the ability to work effectively on a diverse team.
8. Prior education or research experience is a plus.
9. Westat offers paid training, paid time and mileage reimbursement, and opportunities for advancement.
10. Westat is an Equal Opportunity Employer.