

In-School Test Administrators Needed for Part-Time Positions in Metropolitan Chicago

The successful candidate will administer standardized tests to preschool age children in early care and education programs in the city of Chicago. Testing period is 8 weeks in fall 2006 and 8 weeks in spring 2007. Candidates will also conduct 3-hour classroom observations for 6 weeks during the winter.

Candidates should have excellent communications skills, be resourceful and dependable. Experience working in a school environment and general computer skills are required. Experience conducting child assessments in a school environment is required. Administration of the Early Childhood Environmental Rating Scale is a plus. Must be able to attend paid trainings and maintain flexible work schedules. Must have valid drivers license, reliable transportation and be willing to undergo a group interview and a background check. Spanish proficiency is a plus, however, bilingual applicants must pass a Spanish proficiency exam.

Applicants received through our Head Start network will be prioritized. Interested applicants should e-mail their cover letter and resume to James Chesire. Applicants may apply directly with Mathematica.

Contact Information:

Send cover letter and resume by e-mail to cy00068@cityofchicago.org or mail to: FORecruiting, Mathematica Policy Research, Inc., PO Box 2393, Princeton, NJ 08543-2393. E-mail is preferred.

Application Deadline

- **Friday, December 15th**

Requirements:

- Experience working in a school environment
- Child assessment experience using standardized test for a research study; preferably experience with the PPVT and Woodcock-Johnson batteries
- Computer Assisted Personal Interviewing experience
- Commitment to a daytime schedule of approximately 30 hours/week for 8 to 10 weeks in fall and spring
- High School diploma/GED; AA preferred
- Participation in a group interview

Compensation:

- \$16.00/hour

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