



Position Description

Position:	Special Assessment Conditions (SAC) Support Role
Department:	Student Learning Services
Responsible To:	HoLA - Student Learning Services / SAC Coordinator
Engagement Type:	Casual
Purpose:	Provide administrative support to the SAC Coordinator, ensuring smooth operations of the SACs, particularly leading up to and during exam/assessment periods.

Key Tasks

- Communication with parents and reader/writers
- Maintaining student data and information in spreadsheets
- Support with exam logistics for operating SACs
 - Room bookings
 - Preparing exam material for SACs
 - Connecting SAC assistants with students and directing them to their location
 - Managing digital exam dashboard
 - Putting exam materials together for return to other staff after the exam
- Gathering and processing of feedback from SAC assistants (reader/writers) - junior assessment feedback
- Liaising with exam centre manager and principal's nominee for NZQA end of year exams to support troubleshooting during the examination period
- Liaising directly with Students to complete SAC processes and associated paperwork
- Attend any training, info evenings

Competencies/Attributes

- Competency with google suite especially spreadsheets
- Familiarity with Kamar is a preference
- Strong communication skills
- Confidentiality
- Organisational skills
- Flexibility in the role
- Ability to create positive relationships with staff and students
- Pick up systems and processes quickly including IT systems and software

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.