



SPECIALIST TESTING

GENERAL RESPONSIBILITIES

Assist with managing the state and local testing programs, which includes the training of school test coordinators and other school staff, distributing and collecting test materials, analyzing test results, and presenting information to parent groups, administrators, the School Board, and community groups.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Collect, compile, and analyze data from the state and local testing programs.
- Summarize testing results in an effort to identify strengths and weaknesses of instructional programs.
- Present testing information to parent groups, administrators, teachers, the School Board, and the community through workshops and meetings.
- Provide support and assistance to all schools to address testing needs and concerns.
- Provide technical assistance to school administrators and school staff regarding test administration.
- Conduct workshops on the state testing system as well as the analysis and interpretation of assessment data for various stakeholders such as individual school planning councils, PTA groups, the Department of Teaching and Learning, and the School Board.
- Maintain security of testing materials and implement policies and practices to prevent potential breaches in security.
- Work with the state department of education to implement changes and update training packets for administrators and other school staff.
- Train test coordinators and other school staff who are responsible for test administration.
- Serve as a resource to schools regarding testing questions and concerns as well as data analysis.
- Consult with other departments and offices about testing results and procedures.
- Physically count, move, sort, and distribute testing materials.
- Attend assessment workshops, conferences, and regional meetings regarding testing.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, practices and procedures of research and assessment; ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective relationships with students, parents, staff and administration; ability to use a variety of software including spreadsheets, word processing, database, presentation software and projection equipment and statistical packages.

EDUCATION AND EXPERIENCE

Required:

Master's Degree with certification in education.

Minimum of three (3) years of successful experience in K-12 education.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing and stooping. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status-Exempt	Description: 4/09, 7/20
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