

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Testing Data Technician
Pay Table:	Support
Pay Grade:	8
FLSA Status:	Non-Exempt
Job Code:	548
Reports to:	Director of Research & Evaluation

JOB SUMMARY

Under the general supervision of the Director of Research and Evaluation, the Testing Data Technician coordinates district-wide testing, trains test administrators, computer scores, processes test data, communicates with the State Testing Office and district Information Systems and Computer Tech Support Departments, and generates summary reports.

ESSENTIAL JOB FUNCTIONS

- Trains principals and school testing managers in test administration (i.e., scheduling of test dates, distribution of materials, testing guidelines, return of testing materials). Available to answer questions and provide assistance for test administrations conducted after completion of training.
- Formats pre-slugging program and pre-slugs test forms for use by the schools (Brigance, Challenge and ITBS for Title One and Gifted/Talented program).
- Maintains computer record of tests distributed to schools and dates on which tests returned for scoring.
- Scans and scores test answer documents.
- Converts test data to appropriate format. Validates test data (i.e., visually reviews test forms and computer file data, correcting format and entry errors). Transmits data files to State to fulfill requirements for the Utah Statewide Testing Program.
- Coordinates with State Testing Office, delivering test data, resolving problems, answering questions about data, etc. Interacts with State Data Processing Department, arranging for the scoring of criterion referenced tests (CRT) and the creation of data files for State scoring.
- Corrects test results data for upload.
- Loads test data into spreadsheet program; processes and formats and prints reports for schools.
- Uploads college admissions tests (ACT, SAT, etc.) to the mainframe, corrects errors and reloads corrected data for school access.
- Consolidates data, utilizing various programs. Creates tables, reports, graphs, etc., using information from various tests (ACT, SAT, APP, PSAT).
- Maintains test data on file server. Backs up daily, saving data on tapes.

- Locates, isolates, and resolves computer data problems.
- Resolves new scan forms (formats for scoring) for school surveys and other applications.
- Assists with various programs such as WIDA, SHARP, DIBELS, SAGE and LAND Trust, that involve preparing spreadsheets or documents, ordering materials, attending meetings, collecting or preparing documents, preparing materials and troubleshooting.
- Orders equipment and supplies for department and college preparation tests.
- Prepares and submits payroll.
- May be required to assist with sorting and boxing of test for delivery to schools.
- May be required to assist with organizing printed results for delivery to schools.
- Assists with control of testing materials (checking tests sent back against those sent out).
- Assists with office clerical and secretarial responsibilities as work load requires.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Requires experience with Systems operating systems (SYSOP).
- Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and write and perform basic mathematical calculations (percentages, fractions, etc.)
- Strong computer skills.
- Thorough understanding of testing requirements and procedures.
- Ability to completely maintain confidences.
- Ability to maintain security of testing materials and data.
- Knowledge of word processing, spreadsheet, database, scanning software.
- Requires knowledge of SYSOP (Systems operating) system. Must be able to correct minor problems, make minor repairs.
- Ability to prepare and process purchase orders.
- Ability to manage inventory and property.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking and visual acuity.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

The Davis School District has the right to revise this position description at any time.