

## 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.*

<b>Job Title:</b>	<b>Testing Center Coordinator</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	8
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	537
<b>Reports to:</b>	Director of Assessment, Research, & Evaluation

### **JOB SUMMARY**

Coordinates the work of the Northern Utah Testing Center. Facilitates the administration, scoring, and reporting of the state competency-based exams. Coordinates the efforts of qualified educators in scoring certain sections of exams. Supports efforts of assessment staff and content-area experts in revising existing and developing new competency-based exams as needed. Maintains technology in the testing center. Facilitates communication between participating districts and charter schools to provide educators, parents, and students with needed information regarding the competency-based exams. Facilitates the use of the testing center for any district-specific testing or other uses as needed.

### **ESSENTIAL JOB FUNCTIONS**

- Facilitates the administration, scoring and reporting of competency-based exams.
- Administers, scores and addresses questions regarding Demonstrated Competency Assessments.
- Emails and calls students and counselors regarding test results.
- Coordinates the work of writing teams and assessment staff in revising and developing new competency-based exams and proofreads tests.
- Maintains technology in the testing center – includes installation/removal of software, software updates, basic troubleshooting, and physical maintenance (security, charting, etc.).
- Facilitates communication between participating districts and charter schools to provide educators, parents, and students with needed information regarding the competency-based exams.
- Develops and maintains a webpage for the Northern Utah Testing Center.
- Creates advertising pamphlets.
- Facilitates access to the testing center and testing center equipment for district, school, and other testing needs.
- Maintains accurate digital files and records, including testing and report findings to be used in graphs and statistics.
- Attends meetings and advertises testing center to various schools.

- Proctors online tests for students.

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent and some college-level coursework.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience
- Driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated reading, writing, and mathematical skills.
- Thorough knowledge of computers and software, including basic maintenance procedures and web-based communication.
- Demonstrated communication and interpersonal skills.
- Thorough understanding of testing requirements and procedures.
- Ability to keep protected information confidential.

### **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: speaking and talking.

### **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.*