

REPORTS TO: Building Administrator or Designated Supervisor

POSITION PURPOSE:

Coordinates testing and assessment processes for a school. Works with school principal, teachers, and others to collect, manage, and evaluate assessment data obtained from different assessment testing tools Schedules and administers tests; oversees testing process and ensures fairness of process and confidentiality; enters data and develops reports. Maintains and troubleshoots testing and assessment software.

NATURE & SCOPE:

Performs work of a variable nature in accordance with established procedures and guidelines under general supervision.

ESSENTIAL JOB FUNCTIONS:

- 1 Plans, coordinates and oversees a variety of testing programs and processes, including scheduling, preparing, and overseeing the testing processes and keeping accurate records to ensure all students have been tested. Determines and provides appropriate testing accommodations or modifications. Schedules and administers retesting of students.
- 2 Trains teachers and support staff computerized and pencil/paper testing processes to ensure a fair and secure test environment.
- 3 Collects, manages, and extracts testing scores at the direction of the classroom teacher. Extracts and assists with evaluation of data and provides updated reports and spreadsheets on testing results and trends at direction of teachers, principal, and committees. Develops specialized reporting formats as needed.
- 4 Oversees the testing computer lab; installs upgrades and troubleshoots hardware and software problems, or coordinates with vendors and IT staff.
- 5 Provides technical information to assist with the selection of computerized reading programs for the school and with the purchase of computer software.

OTHER JOB FUNCTIONS

- 6 Provides student supervision and support for school computer lab facilities.
- 7 Performs other related duties as assigned.

WORKING CONDITIONS:

Work for the most part is performed indoors. Lifting may be required, up to 50 pounds.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of computerized processes, especially as they pertain to testing software applications and related computer hardware.
- Ability to evaluate and troubleshoot computerized testing problems.
- Ability to establish and maintain effective working relationships with students, parents, teachers and other employees.
- Ability to communicate effectively with other employees and students using tact, courtesy and good judgment.
- Ability to organize testing processes and ensure valid outcomes.
- Ability to provide training to adults.
- Ability to understand and execute oral and written instructions, policies, and procedures.
- Ability to work with accuracy and attention to detail to meet deadlines.
- Ability to assist special needs students with testing.
- Ability to operate standard office equipment
- Ability to physically perform assigned duties.

EDUCATION AND EXPERIENCE

High school diploma, or G.E.D., supplemented by computer training, and two years experience working with students; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.