

TESTING SYSTEMS SPECIALIST



Teaching and Learning Department

Purpose:

The Testing Systems Specialist provides expert clerical and administrative support for the District's student testing systems.

Reports to: Administrator for Accountability

Nature & Scope:

The Testing Systems Specialist performs works of a regular and recurring nature under general supervision. The nature of the work requires adherence to policies, procedures and regulations. The work requires the ability to independently prioritize, coordinate and organize work. The incumbent engages with highly sensitive information and must maintain integrity of systems and confidentiality of classified data. The incumbent routinely interfaces with District and school administrative staff.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Coordinates the collection and organization of student testing data, including downloading and importing into the District's student information system, and auditing and correcting errors.
3. Serves as key contact person and liaison between the department and school staff.
4. Provides ongoing detailed student assessment support to school administrators.
5. Provides technical training to staff as requested, both in-person and as a helpdesk specialist.
6. Provides security access for administrative users of online testing systems.
7. Coordinates testing of home school students at parents' request.
8. Issues notifications to schools concerning students who must take tests prior to testing deadlines.
9. Tracks modifications to diploma standards and required work sample scores for all Special Education-eligible in the District.
10. Maintains records of parental opt-out requests and provides accurate information to schools concerning non-testing information.
11. Maintains depth of knowledge of laws, policies, regulations and systems related to student testing.
12. Coordinates with Information Technology personnel to ensure proper functioning of computer systems related to student testing, including rolling out new features, managing access and implementing required improvements.

13. Produces and distributes various types of printed documents from both written and oral instructions, including reports, correspondence, flyers, lists, schedules and memoranda.
14. Assists in researching, auditing, and preparing special reports related to District student testing data.
15. Maintains accurate records and databases, ensuring the accuracy and confidentiality of all student data.
16. Provides secretarial support to departmental administrators.
17. Ensures sufficient and appropriate office supplies for the department, including tracking supply usage, submitting purchase orders for replenishments, verifying receipt of products, and ensuring proper approvals, coding and records.
18. Provides back up support to other staff in case of absence or work overload.
19. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
20. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess Associates Degree.
2. Must possess two years of administrative support experience.
3. In lieu of #1 and #2, must have high school diploma or GED and four years' experience necessary to perform the job functions.
4. Must possess excellent written and oral communications skills.
5. Must demonstrate high level of attention to detail.

Working Conditions:

The Testing Systems Specialist works primarily indoors in an office environment. The work environment is often controlled and quiet, but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases as well as distraught or difficult individuals. The work requires regular focus on a computer screen and precise control of fingers and hand movements. Bending, stooping, kneeling and lifting up to 20 pounds and may also be required on occasion. Occasional attendance at meetings or other activities outside of normal working hours may be required.

Work Year: 12-month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: February 14, 2019

Date Revised: January 11, 2019

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.