

**POSITION TITLE:** Manager of Testing and Data

**QUALIFICATIONS:** Master's degree from an accredited college or university in business administration, education, public administration management information systems, or a related field with a minimum of three years of experience in a leadership capacity in the field of educational testing administration required. Experience working in a K-12 school system or university setting in the measurement and/or evaluation of educational program objectives required. Courses or training in curriculum and instruction, research methodology, statistical methods, and tests and measurement. Must possess knowledge of tests and measurements, statistics, research design and testing theory, including but not limited to knowledge of both summative and formative assessment practices. Must have computer skills and experience with managing online testing systems. Considerable knowledge of current trends in tests and measurement, student assessment, and data processing. Thorough knowledge of the policies, processes and practices of testing and student data systems. Ability to provide effective direction, guidance and support to school administration and staff concerns with testing management and student data processing. Ability to establish and maintain effective working relationships with office staff, central office administrators and staff, school administration and staff, Management Information Systems employees, contract service providers, vendors and the community. Ability to effectively communicate with and work in cooperative manner with diverse groups in central office, on staff in schools, affiliated organizations and the community. Thorough understanding of public school administration and ability to interpret state and federal guidelines and reporting procedures.

**PERFORMANCE EXPECTATIONS:** Coordinates, monitors, and supports the accurate completion of designated division, state, and federal reports. Serves as a resource to central office administration and school staff in the processing, retrieval and use of test management and student data information. Works in a collaborative manner with the Executive Director of ICTS who has operational control for student data systems, concerning the processing, reporting and publication of student data. Works under the direction of the Director for Assessment Literacy and Research, within the Office of Academic Services. The Associate Superintendent of Academic Services has operational control for testing, concerning the processing, reporting and publication of test results and information. Analyzes and disseminates test results and provides interpretations of test outcomes to the administration, professional staff, and the School Board. Prepares and produces regular reports on the system-wide test results. Schedules, implements, and coordinates state and district-initiated testing program and instruct principals, school test coordinators, and other staff in their administration. Supervises the requisitioning, stocking, and distribution of forms and materials related to all scheduled federal, state, and division testing programs and student data processing. Supervises the distribution, collection, organization, and shipment of answer sheets to various scoring services; and insures the dissemination of materials in a timely and secure manner. Analyzes and disseminates test results and provides interpretations of test outcomes to the administration, professional staff, and the Board. Provides administrators and staff with test related information on skill areas and objectives. Coordinates the on-line Student Information System test files, supervises the maintenance of records and develops guidelines regarding state and city test requirements for graduation. Maintains longitudinal data on norm-referenced and criterion-referenced

assessments to use as a base for research and to answer individual inquiries. Collaborates with ICTS to provide guidelines and procedures for the effective input and processing of student data at the school building level. Responds to standardization requests from testing companies and, when applicable, supervises the administration of tests. Analyzes needs and requests, writes, maintains, and documents statistical, computational, and reporting programs to produce reports on standardized assessment programs. Establishes and maintains liaison with computational systems and test publishers utilized by Richmond Public Schools, and with schools as it relates to information management. Monitors the preparation, in the schools, of the following surveys and reports based on Student Accounting Information: Supplementary Report of September Membership, Elementary and Secondary Civil Rights Survey Report on Graduates, Impact Aid Survey, Foster Home Children Survey Homeroom/Term Enrollment, Principal's term report, Final Annual Secondary School Report, and Progress of Graduates Report. Audits school surveys, reports results and prepares summary reports as required. Designs and distributes the statistical reporting. Maintains four and ten-year survey materials and attendance reports subject to the audit by federal and state agencies. Coordinates attendance and grade reporting for the summer school program. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Plans and implements a testing program for the school division that serves as an information base for reporting test results and information for educational decision-making related to students, programs, instruction and curricula. Work requires frequent standing, light lifting up to 10 pounds, sitting, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORT TO:** Director of Assessment Literacy and Research

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 130

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt