

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

FTI TESTING MONITOR

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) PearsonVue, TABE and CASAS test certification required or completed upon hire.
- (3) Prefer candidates with classroom management experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated skills in hardware and software use. Skills in analyzing computer data (input/output). Knowledge of computer applications. Ability to relate to people in a positive manner. Demonstrated skills in effective written and oral communications. Ability to organize and prioritize. Ability to manage time effectively. Knowledge of group dynamics and student management techniques. Knowledge of entrance/withdrawal requirements. Ability to maintain accurate records. Ability to efficiently and effectively manage multiple tasks in stressful situations.

REPORTS TO:

Assigned FTI Administrator

JOB GOAL

To maintain essential records fundamental to the successful management of the school. Meet state and federal testing and reporting policies.

SUPERVISES:

May provide direction to clerical and technical staff.

PERFORMANCE RESPONSIBILITIES:

- *(1) Register all incoming students, completing all requirements of the registration process.
- *(2) Manage testing center including setting hours and ensuring center is appropriately staffed to meet CTE and AGE program needs.
- *(3) Administer state and local tests, including but not limited to the Test of Adult Basic Education (TABE), Comprehensive Adult Student Assessment Systems (CASAS), Official GED Tests, and other PearsonVue tests.
- *(4) Maintains and ensures the security of all testing materials in accordance with state policy, federal guidelines, and local procedures.
- (5) Proctors PearsonVue testing center.
- *(6) Monitors student testers and resolves conflicts during testing to ensure a safe and quiet testing environment. Report problems that occur during testing session to the appropriate administrator.
- *(7) Provide instructors with test results to ensure instructor knowledge of student progress.
- *(8) Maintain testing file to ensure proper pre, progress, and post tests are administered.

TESTING MONITOR (Continued)

- * (9) Prepare and update quarterly Literacy Completion Point (LCP) reports for ABE and ESOL students. Ensure LCP are entered into FOCUS.
- * (10) Enter student demographic, entry, withdrawal, and LCP data when necessary.
- (11) Participate in in-service training programs as assigned.
- (12) Train students to operate terminals.
- (13) Use effective, positive interpersonal communication skills.
- (14) Provide telephone coverage when necessary.
- (15) Work a flexible schedule to ensure access to all adult learners.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 3

Flagler Schools Strategic Framework – Student & Community Engagement