

# SCHOOL DISTRICT OF DESOTO COUNTY

## TESTING SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Valid Florida teacher certification in appropriate area.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of appropriate testing strategies for adults. Knowledge of process and procedures for administering basic skill tests and aptitude instruments. Knowledge of approved procedures for administration of the GED. Ability to assess levels of student achievement effectively. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods. Knowledge of current trends, research and best practices related to education. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

#### REPORTS TO:

Principal or designee

#### JOB GOAL

To provide an educational experience in which students move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- \* (1) Collect, organize and analyze information about individuals through records, tests, interviews and professional sources to appraise their interests, aptitudes, abilities and personality characteristics for vocational and educational planning.
- \* (2) Compile and study occupational, educational and economic information to assist and carry out vocational and educational objectives for the client.
- \* (3) Use appropriate techniques and strategies, which promote and enhance critical, creative and evaluative thinking strategies.

## TESTING SPECIALIST (Continued)

- \* (4) Identify specific intended learning outcomes that are challenging, meaningful, and measurable.

### Administrative/Management

- \* (5) Maintain a positive, organized and safe learning environment.
- \* (6) Use time effectively.
- \* (7) Manage materials and equipment effectively.
- \* (8) Use effective student behavior management techniques.
- \* (9) Enforce school rules, administrative regulations and Board policies.
- \* (10) Establish and maintain effective and efficient record keeping procedures, including but not limited to, required individual student plans and reports.
- \* (11) Coordinate and monitor the work of volunteers and aides when assigned.

### Assessment/Evaluation

- \* (12) Develop and use assessment strategies, traditional and alternative, to assist the continuous development of students.
- \* (13) Use an understanding of learning and human development to provide a positive testing and counseling environment, which supports the intellectual, personal and social development of all adults.
- \* (14) Engage in research and follow-up activities to evaluate counseling techniques.
- \* (15) Demonstrate knowledge of General Education Development testing program.
- \* (16) Interpret data including but not limited to standardized and other test results for diagnosis, instructional planning and program evaluation.
- \* (17) Establish appropriate testing environment and test security.
- \* (18) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.

### Intervention/Direct Services

- \* (19) Demonstrate knowledge and understanding of subject matter.
- \* (20) Communicate high learning expectations for all students.
- \* (21) Counsel and direct clients to appropriate vocational, academic and social programs and services
- \* (22) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
- \* (23) Recommend appropriate material, technology, and other resources to help meet learning needs of all students.
- \* (24) Recommend appropriate instructional modification for students with special needs.
- \* (25) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- \* (26) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- \* (27) Work with various educational professionals, students and other stakeholders in the continuous improvement of the vocational and educational experiences of the students.
- \* (28) Assist teachers and staff in satellite locations with program implementation.

### Technology

- \* (29) Use appropriate technology in counseling, reporting and training.
- \* (30) Provide students with opportunities to use technology to gather and share information with others.

## TESTING SPECIALIST (Continued)

- \*(31) Facilitate student access to the use of electronic resources.
- \*(32) Explore and evaluate new technologies and their educational impact.
- \*(33) Use technology to review student assessment data.
- \*(34) Use technology for administrative tasks.

### Collaboration

- \*(35) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- \*(36) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- \*(37) Collaborate with other professionals and parents after recognizing student distress or abuse.
- \*(38) Collaborate with peers and other professionals to enhance student learning.

### Staff Development

- \*(39) Train and support the volunteers in Workforce Education.
- \*(40) Engage in a continuing improvement of professional skills and knowledge.
- \*(41) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
- \*(42) Participate in school data collection of teacher input on principal's performance assessment program.

### Professional Responsibilities

- \*(43) Act in a professional and ethical manner and adhere at all times to the *Code of Ethics of the Education Profession in Florida* and *Principles of Professional Conduct for the Education Profession in Florida*.
- \*(44) Demonstrate attention to punctuality and regular attendance.
- \*(45) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- \*(46) Maintain confidentiality of student and other professional information.
- \*(47) Comply with policies, procedures and programs.
- \*(48) Exercise appropriate professional judgment.
- \*(49) Support school improvement initiatives.

### Student Growth and Achievement

- \*(50) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- \*(51) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### 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.  
Length of the work year and hours of employment shall be those established by the district.

September 12, 2023

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**COMPENSATION:**

Compensation for this position is Pay Lane **ES**

**EVALUATION:**

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