

Testing Specialist

Purpose Statement

The job of Testing Specialist is done for the purpose/s of providing support to the instructional program, under the direction of the program coordinator, with specific responsibilities for supporting the District's student assessment program; ensuring tests are scheduled, conducted, recorded, analyzed, and reported according to established procedures and timelines; maintaining accurate records; inputting information related to program activities and testing results; and generating reports.

This job reports to Assigned Administrator

Essential Functions

- Administers tests to referred students as assigned (e.g. assessing proficiency in English skills, etc.) for the purpose of assisting teacher and other professionals in determining class placement and/or program eligibility.
- Communicates with site and district personnel regarding testing information (e.g. schedules, procedures, materials, regulations, etc.) for the purpose of providing technical and program information in compliance with policies and procedures.
- Compiles data related to student assessment programs for the purpose of analyzing results; monitoring program components; developing special reports; conveying information to school and district personnel as needed; and ensuring compliance with organization policies and procedures,.
- Develops a wide variety of complex materials (e.g. instructions, notices, reminders; security policies, training materials, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Establishes testing environments at designated locations for the purpose of ensuring students' ability to securely take test.
- Inputs student assessment results in appropriate computer programs and prepares state reports (e.g. reporting number of students to state for Site Literacy Awards, etc.), etc.) for the purpose of ensuring proper testing information and updating assessment data as students are tested, retested, or new students arrive.
- Interprets rules, regulations, and procedures related to the testing programs (e.g. test results for classification, directions for test administration, etc.) for the purpose of ensuring compliance with all regulatory requirements.
- Maintains a variety of confidential and non-confidential lists and records (e.g. student assessment data, student information, redesignation reports, list of English language learners, etc.) for the purpose of ensuring availability of information as needed.
- Monitors assessment requirements (e.g. obtains and compiles missing information; assures required information is complete and accurate; assures tests are prepared for processing and scanning; reviews test for redesignation; calls parents;, etc.) for the purpose of implementing scheduled testing and ensuring compliance with legal and administrative requirements.
- Oversees all aspects of testing process (e.g. assignment of administrators; distribution of support materials; follow-up to testing, etc.) for the purpose of ensuring the security and reliable test administration.

- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to administer and report tests.
- Performs functions related to student assessment program including interviewing and hiring personnel (e.g. schedules, conducts, scores, records, reports results, etc.) for the purpose of evaluating students in accordance with state requirements; providing information to staff to determine appropriate student placement and/or referral; and complying with Federal, State and District mandates.
- Plans and coordinates family events with parent and students (e.g. Redesignation Ceremony, Awards Ceremony, etc.) for the purpose of presenting site literacy awards to students; presenting certificates for parents; supporting families.
- Prepares materials needed for testing (e.g. testing schedules, virtual testing, testing rosters, test labels, printing tests if needed, etc.) for the purpose of ensuring compliance with established guidelines for student assessment.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, parents, students, etc.) for the purpose of providing technical assistance, advice and support.
- Trains selected site personnel for the purpose of ensuring their ability to administer tests.
- Troubleshoots malfunctions of testing environments for the purpose of resolving operational issues and restoring services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; utilizing pertinent software applications; analyzing data; multitasking; classifying data and/or information; customer service; and communicating effectively.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; business telephone etiquette; office practices; and technical aspects of assessments;.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; meeting deadlines and schedules; setting priorities and working under minimal supervision; accuracy and attention to detail; adapting to changing priorities; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, 15% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: Community college and/or vocational school degree with study in job-related area.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/14/2022

Salary Grade

36

Revised Date