

## Natomas Unified School District

## Position Description

Position: Testing Coordinator	Position Number:
Department: Categorical Programs	FLSA: Non-exempt
Reports to: Coordinator of Categorical Programs	Salary Grade: 8

### **Summary**

Coordinates the District's testing by purchasing test materials and scheduling, and providing reports of test scores and testing statistics. Interprets and implements testing policies and State and Federal laws that apply to testing. Oversees program office including budget, purchase orders, training materials for different test sites and coordinators. Provides administrative support to an academic administrator.

### **Distinguishing Characteristics**

Advancement to this position requires the ability to organize, coordinate, and implement standardized testing. This position is unique, therefore advancement opportunities exist only within other career ladders.

### **Essential Duties and Responsibilities**

- Administers a variety of tests. Orders test materials, instructs testing coordinators scans, scores and completes test reports for each site
- Uses templates and matrix or computer scoring programs. Posts results to records.
- Coordinates Standardized Testing for English & Spanish. Orders materials, instructs testing coordinators, scans and scores tests for individual sites. Compiles reports for District and school site.
- Coordinates Minimum Proficiencies Tests. Schedules testing, instructs testing coordinators on test administration and scoring, ensures materials and supplies are available at testing site. Compiles data on students tested and updates computer database.
- Reviews and updates SARC report. Disperses SARC report to school sites for review and edits. Updates computer database regarding student ethnicity (CBEDS), SAT scores and test scores. Annual report is completed in English and Spanish for State, District and local agencies.
- Administers CBEDS reporting. Updates personnel and student enrollment data. Collects and records data from sites and forwards information to the State.
- Prepares statistical reports related to testing program, including numbers of students, number of tests given and types of tests. Maintains up to date records, creates and distributes reports.
- Maintains inventory of tests, testing supplies and general office supplies. Includes contacting suppliers and preparation of purchase orders.

- Performs general office duties including receiving mail, answering the telephone and assisting callers, orders office supplies and filing.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires a thorough knowledge of State and District testing procedures, practices and protocols. Requires knowledge of District policies, procedures related to program evaluation. Knowledge of general office practices, procedures and equipment, including filing systems, receptionist and telephone techniques and letter and report writing. Requires thorough knowledge of those activities associated with statistical record keeping, budget administration and confidential record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills. Must be skilled in using various standard office machines, including computers and word processing and spreadsheet applications.

### **▪ Abilities**

Requires the ability to independently perform the duties of the position, following well-defined policies and procedures. Must be able to perform data entry, typing, proofreading and word processing tasks. Must be able to perform basic accounting methods related to department financial transactions. Must be able to communicate with District staff and a diverse group of students, sometimes in stressful situations, using tact and diplomacy.

### **▪ Physical Abilities**

Requires visual acuity to recognize letters and numbers, hand-arm-eye coordination to use a computer keyboard and other common office equipment, speech and hearing ability to communicate instructions to large groups, and to carry on conversations in person and over the phone, and ambulatory abilities to direct a group of test takers.

### **▪ Education and Experience**

High School diploma or equivalent supplemented by course work in a related business field, with a minimum of 3 years experience in a school office, classroom, or testing environment.

### **▪ Licenses and Certificates**