



TESTING SPECIALIST

GENERAL RESPONSIBILITIES

Assist with managing the state and local testing programs, which includes the training of school test coordinators and other school staff, distributing and collecting test materials, analyzing test results, and presenting information to parent groups, administrators, the School Board, and community groups.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Collect, compile and analyze data from the state and local testing programs.
- Summarize testing results in an effort to identify strengths and weaknesses of instructional programs.
- Present testing information to parent groups, administrators, teachers, the School Board, and the community through workshops and meetings.
- Provide support and assistance to all schools to address testing needs and concerns.
- Work with the state department of education to implement changes and update training packets for administrators and other school staff.
- Train test coordinators and other school staff who are responsible for test administration.
- Serve as a resource to schools regarding testing questions and concerns as well as data analysis.
- Consult with other departments and offices about testing results and procedures.
- Physically count, move, sort and distribute testing materials.
- Attend assessment workshops, conferences and regional meetings regarding testing.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices and procedures of research and assessment; ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective relationships with students, parents, staff and administration; ability to use a variety of software including spreadsheets, word processing, database, presentation software and projection equipment and statistical packages.

EDUCATION AND EXPERIENCE

Master's Degree with certification in education and a minimum of three-years of successful experience in K-12 education.

A comparable amount of training and experience may be substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Some significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Must have the ability to lift and move boxes of test materials weighing approximately 30 lbs; ability to climb ladders and stock shelves.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

FLSA status: Exempt	Description: Rev. 4/09
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