



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

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| POSITION TITLE | Testing Coordinator |
| SCHOOL/DEPARTMENT | Curriculum and Instruction |
| SALARY | Salary Grade 67 plus supplement |
| FLSA STATUS | Exempt |
| REPORTS TO | Director of Testing and Accountability |
| SUPERVISES | School Test Coordinators |
| WORK WEEK SCHEDULE | Monday – Friday |
| WORK HOURS | 40 |
| NUMBER OF MONTHS PER YEAR | 12 |

POSITION PURPOSE:

The Testing Coordinator performs a variety of professional, supervisory, technical, and administrative tasks in order to direct the administration of local, state, and national standardized testing of students in the school system. The Testing Coordinator is responsible for coordinating and supervising the district-wide implementation of local, state and national standardized testing programs which includes training the principal or principal's designee to serve as the school testing coordinator prior to each assessment. The Testing Coordinator also assists school staff with preparation for test administrations and is responsible for scanning and scoring local, state and national standardized tests, as applicable. In conjunction with the Director of Testing and Accountability, the Testing Coordinator provides test results and consultation regarding the interpretation of test results in order to improve student achievement.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

1. Thorough knowledge of rules and regulations regarding the administration of standardized tests in the NC public schools
2. Thorough knowledge of the various tests required of public school students by the NCDPI
3. Thorough knowledge of the technical variables associated with testing
4. Thorough knowledge of the operation of computer and scanning equipment
5. Considerable knowledge of state and local testing requirements
6. Considerable knowledge of the proper conditions, practices and procedures for testing
7. Considerable knowledge of the current literature, trends, methods, and developments in the area of standardized testing
8. Considerable knowledge of the ethical guidelines applicable to the positions as outlined by professional organizations and/or federal, state and local laws, rules and regulations
9. Demonstrated skill in preparing individual schools for statewide testing programs
10. Demonstrated skill with interpreting testing results
11. Demonstrated skill in training and supporting administrative staff and school test coordinators
12. Ability to utilize basic statistical procedures
13. Ability to maintain complete and accurate records
14. Ability to use common office machines and computer-driven word processing, spreadsheet and file maintenance programs
15. Ability to express ideas effectively, both orally and in writing
16. Ability to establish and maintain effective working relationships

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in Education, Educational Research, Educational Leadership or other related field
- Three (3) to five (5) years of experience administering standardized tests and interpreting results
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license administered by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Six (6) or more years of experience administering state-wide assessments and interpreting results
- Three (3) years serving as a school test coordinator
- Valid NC Teacher Certification

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide coordination for district testing and accountability program
2. Work with Director of Accountability to ensure program compliance with all state Accountability Policies

3. Manage all facets of achievement testing to include: storage, security, inventory, ordering, scheduling, delivery and pickup, scanning, scoring, pre-coding, test disposal, testing modifications, printing of scoring reports, and distribution of scoring reports to schools
4. Conduct special evaluations on issues identified for research
5. Provide appropriate training regarding test administration requirements for school audiences and curriculum and instruction staff
6. Coordinate all testing and test-related activities that are a part of countywide testing program
7. Participate in the establishment of guidelines in the utilization of appropriate data for screening and placement of pupils in special programs; i.e. Title I, Academically Gifted and programs for students with exceptional needs
8. Assist with reporting of each school's status/compliance with ABCs of Public Education and AYP for NCLB
9. Facilitate data exchange and communication with DPI Department of Accountability Services
10. Coordinate in developing short and long term planning for testing administration
11. Operate state developed software to support the testing program
12. Attend all state and regional meetings
13. Monitor performance of school based test coordinators
14. Perform other duties as assigned by the Director of Testing and Accountability

| WORKING CONDITIONS | |
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| PHYSICAL DEMANDS | Work is considered light to moderate physical work requiring the exertion of up to 35 pounds of force |
| WORK ENVIRONMENT | Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public. |
| ACKNOWLEDGEMENTS | |
| The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations | |
| <i>Reviewed by: Employee's Signature</i> | <i>Date</i> |
| | |
| <i>Approval by: Supervisor's Signature</i> | <i>Date</i> |
| The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations. | |

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*