

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TESTING COORDINATOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Educational Services, coordinate the testing of all students as required by State and District mandate. Collect pertinent student data and prepare reports as required by the State; coordinate and provide training for site administrators. Provide test-related data to site and District administrators as needed.

REPRESENTATIVE DUTIES:

Coordinate State, Federal, and District-mandated testing with related departments within the District, and at the State level. *E*

Facilitate the administration of testing; including acquisition of testing materials and coordination with school sites regarding their participation in the testing procedures. *E*

Receive, inspect, count, number and distribute testing materials; package tests and manuals and prepare directives for staff for each test administration and distribute to appropriate administrators according to established schedules; compose, type and distribute reports and other correspondence related to the testing process. *E*

Coordinate the processing and scanning of tests; assure tests are prepared for processing and assure required information is complete and accurate; obtain and complete missing information; review scanned test results and coordinate with Information Technologies to resolve errors, questions, and other issues. *E*

Inspect testing materials and maintain the security of testing materials, related data, and confidential student information. *E*

Prepare and distribute testing flow charts and schedules tests to be administered. *E*

Attend conferences at the County and State levels to keep current with compliance and State regulation issues for State-mandated testing; consult staff regarding compliance with State regulations. *E*

Maintain currency with legal issues and the California Education Code, as related to the State and District-mandated testing; work with staff to resolve legal issues. *E*

Facilitate appropriate approval of forms/materials as necessary to meet State requirements for testing. *E*

Facilitate data collection and reporting for State documentation; assist District departments as necessary in gathering information for reports and presentations. *E*

Provide training and direction for site administrators for State and District-mandated tests. *E*

Act as liaison for the Testing Office and Information Technologies related to the collection, maintenance, and distribution of mandated tests. *E*

Serve as liaison for the Testing Office to school sites and District offices related to the completion of required reports as needed to meet State and Federal requirements. *E*

Mail tests to scoring companies and verify receipt of test results. *E*

Coordinate the scoring of writing prompts for students; secure teachers to be chief readers and to score the writing prompts and math open-ended problems.; develop and distribute related lists; arrange for facilities and organize materials needed for scoring sessions. *E*

Present testing information to parent and community groups as needed. *E*

Coordinate communication between school sites, parents/guardians, and the community. *E*

Operate office equipment including a microcomputer, terminal, typewriter, copier, and burster; operate various software applications to store and retrieve data. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and Federal Laws as they pertain to mandated testing.

Methods, practices and terminology used in test administration.

Modern office practices, procedures and equipment.

Technical aspects of the school testing field.

Operation and use of computer work station and peripheral equipment including word processing and data base management software applications.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping, report preparation, filing and proofing techniques.

Oral and written communication skills.

ABILITY TO:

Plan, organize, schedule and perform technical duties in support of the District's student testing program.

Assure that tests are scheduled, conducted, scored, recorded, analyzed and reported according to established procedures and time lines.

Maintain effective working relationships with a wide variety of groups and individuals, including District administrators, Board of Education, parents and community members.

Interpret and communicate District, State and Federal rules, regulations, and guidelines.

Compile and prepare data for mandated reporting requirements and special reports as needed.

Develop queries to gather and extract data and to generate reports.

Provide lead direction to assigned staff.

Work independently with minimal direction.

Learn and interpret rules and regulations related to testing programs.

Operate a variety of office equipment including a computer equipment.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Maintain comprehensive files and records.

Meet schedules and time lines.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration or related field supplemented by coursework in statistics, testing or related field and three years of professional testing and/or statistical data experience involving data base management.

WORKING CONDITIONS:

ENVIRONMENT:

Testing office environment; subject to constant interruptions from District personnel.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate microcomputers and office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, bending, pushing, lifting, moving objects weighing up to 25 pounds, and hearing and speaking to exchange information.