

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TESTING SPECIALIST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Educational Services, perform technical duties in support of the District's student testing program; assure that tests are analyzed and reported according to established procedures and time lines; compile test scores and data for special reports and statistical analysis; develop queries to gather and extract data and to generate reports; perform a variety of secretarial duties in support of the Testing Coordinator; provide lead direction to assigned clerical and data entry staff.

REPRESENTATIVE DUTIES:

Perform responsible and technical duties related to the District's student testing program; assist the Coordinator, Assistant Superintendent-Educational Services, and the Testing Coordinator in the coordination, preparation, distribution, collection and scoring of numerous Federal, State-mandated, District and special tests. *E*

Train and provide work direction to clerical assistants; assign duties and review accuracy of work; sign clerical staff time cards to verify hours worked. *E*

Prepare, type and distribute testing flow charts and schedules of tests to be administered; compile, print and distribute test rosters and labels for faculty and students as appropriate; arrange for printing of tests as needed. *E*

Create detailed tables and graphs for all State-mandated testing results. *E*

Order, maintain, and track all psychological testing materials used by District School Psychologists. *E*

Research, create, post and distribute annual District Accountability Report Card using appropriate results summaries and data websites to gather current information. *E*

Receive and separate tests results by school site; arrange and store test results and compose memos to accompany test results; assure the confidentiality of test scores as appropriate; distribute memos and attachments to appropriate administrators, principals, teachers and the Board according to established procedures. *E*

Compile test scores and statistical data for research or inclusion in special reports; research and record School Accountability Report Card (SARC) testing data and prepare related reports; develop queries to gather and extract data and to generate reports. *E*

Research and record testing data for reports; type report and transmit to Principals, District administrators or the Board as appropriate. *E*

Receive test results and prepare in-house reports of test results; distribute to the Superintendent, Assistant Superintendent, and other District staff. Follow-up on issues of missing data and hand score tests to complete testing results for school administrators. *E*

Interpret rules, regulations and procedures related to the testing program; remain current on District, State, Federal and individualized test requirements; assure compliance with established regulations and time lines. *E*

Create and maintain up-to-date public assessment information area for dissemination to community members and District personnel. *E*

Perform a variety of secretarial duties in support of the assigned supervisor, Assistant Superintendent and Testing Coordinator as related to District testing activities and programs; schedule meetings, answer telephones, and duplicate materials. *E*

Maintain budget, provide regular budget reports on status of budget to Assistant Superintendent-Educational Services; purchase testing, psychological and office supplies and materials. *E*

Input data into District database files, including individual student test results when indicated. *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:

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, data base management and software applications.

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

Record-keeping, 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.

Compile and prepare statistical test data for special reports and summaries.

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

Provide lead direction to assigned clerical staff.

Work independently with little 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.

Establish and maintain effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work confidentially with discretion.

Use personal computer to input, analyze, and make graphic presentations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in statistics, testing or related field and three years of increasingly responsible secretarial or clerical experience involving data base management, word processing, Excel spreadsheets and PowerPoint presentations.

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.

ADOPTED: April 1994

REVISED: May 1995

Reviewed: January 2000

REVISED: July 2004