

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: WIA TESTING SPECIALIST

BASIC FUNCTION:

Under the direction of the assigned supervisor, perform duties in support of the Federal Workforce Investment Act (WIA) 231 EL Civics Grant, EL testing and data collection program. This position is funded by the Federal Workforce Investment Act (WIA) and is dependent upon the continuation of this grant.

REPRESENTATIVE DUTIES:

Perform duties related to the testing and data collection requirements of the Federal WIA 231/EL Civics Grant; work with the supervisor to coordinate, prepare, administer, collect tests and prepare them for scanning. *E*

Schedule and conduct year around CASAS testing. *E*

Train and direct those who administer tests in the classrooms. *E*

Prepare and distribute testing schedules to administrators, teachers, and assistants. *E*

Preprint CASAS test records. *E*

Assemble, distribute, collect and secure testing materials. Lift and move testing materials as required. *E*

Organize completed tests by section number, assure tests are prepared for processing, look up and enter individual student hours of attendance for post-tests, submit tests to MIS technician for scanning. *E*

Review test results and determine next test for each learner. Work with MIS technician to resolve errors. *E*

Print TOPS Entry/Update records for each learner and distribute records to teachers. Prepare instructions, schedules, and memos for the completion of Entry/Update records. *E*

Collect completed Entry/Update records, assure that required information is complete and accurate, obtain missing information, and assure that records are prepared for scanning. *E*

Follow rules, regulations, procedures related to the testing program. *E*

Perform a variety of secretarial duties in support of the testing and data collection program: composing memos, answering telephone calls and queries, duplicating materials. *E*

Operate office equipment including a microcomputer, *Scanmark* scanner, and copier. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, and terminology used in test administration and data collection.

Modern office practices, procedures and equipment.

Operation and use of computer work station and peripheral equipment including word processing and TOPSPro software applications.

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

Record keeping, filing, and proofing techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Plan, organize, schedule and perform technical duties in support of the WIA 231/EL Civics testing and data collection program.

Assure that tests are scheduled, conducted, prepared for processing, and analyzed according to established guidelines and time lines.

Assure that Entry/Update records are printed, distributed, collected, and prepared for processing according to established guideline and time lines.

Provide lead direction to those who assist in test administration.

Work independently with little direction.

Learn and interpret rules and regulations related to testing and data collection procedures.

Operate a variety of office equipment including a computer and *Scanmark* scanner.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

Analyze situations and recommend or adopt an effective course of action.

Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and 1 year course work or experience in testing and data collection.

WORKING CONDITIONS:

ENVIRONMENT:

Various classroom and office environments; subject to constant interruptions.

PHYSICAL ABILITIES:

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

FUNDING CONDITIONS:

This position is funded by the WIA program grant and entirely dependent upon the continuation of the grant funding.