

**TITLE:****SPECIALIST (School Testing)****FLSA: Exempt****QUALIFICATIONS:**

1. Master's degree with certification in Educational Leadership, School Principal, Administration and Supervision, or Curriculum and Instruction.
2. Minimum of three (3) years successful teaching, principal or administrative experience.
3. Such additional or alternative qualifications as the Board may find appropriate and acceptable.
4. Experience with computer management systems and grant writing is desirable.

**REPORT TO:****Principal****JOB GOAL:**

Facilitates school-based implementation and administration of federal, state and district testing programs; analyzes, disaggregates, compiles, disseminates and assists with interpretation of data for the continuous improvement process.

**PERFORMANCE RESPONSIBILITIES:****\*Essential Performance Responsibilities**

- \* 1. Coordinates and facilitates implementation and administration of Florida testing programs, state field testing and sample testing, and local group testing programs; monitors the administration of tests and testing accommodations and investigates discrepancies in test administration.
- \* 2. Provides technical assistance and consultation on test interpretation, and legal and ethical considerations in testing to the school; works with various support staff at the school to assist in preparing for statewide assessment programs and consults with data processing staff on computer software issues and concerns.
- \* 3. Coordinates school-based implementation of the district's assessment management system, including training of school staff; maintains and organizes school-wide assessments within the program.
- \* 4. Trains and assists support staff assigned to testing programs ensuring adherence to established policies, procedures and standards; assists and advises school staff, as necessary, resolving problems as non-routine situations arise.
- \* 5. Maintains files, archived test records and scores, communications and reports relative to the evaluation and Accountability Department, the district, and according to state law and School Board guidelines, including security and disposition of score reports.
- \* 6. Coordinates school-based presentations of professional development activities related to assessment protocols, processes, and procedures.
- \* 7. Effectively utilizes technology to organize, analyze, and disseminate assessment results to all school stakeholders.
- \* 8. Maintains the highest standards of professional ethics related to test security and protocols.
- \* 9. Attends district training sessions and conducts local training sessions for school staff on proper conditions, practices, and procedures for testing, as well as supervising school-wide coordination of test implementation and monitoring of accommodations.
- \* 10. Investigates and reports any breaches of sound testing practice or violations of test security to the district Manager of Testing.
- \* 11. Maintains and logs distribution of all test materials. Oversees ordering of test materials for the school, and verifies shipments; coordinates repacking and shipment of materials to Evaluation and Accountability. Ensures security of test forms and related materials and properly secures all test materials at school.
- \* 12. Works closely with school staff in charge of School Improvement Plan to analyze school-wide assessment data to coordinate appropriate professional development targeted at improving instruction to meet the needs of all students and increase student performance at every level.
- \* 13. Analyze the instructional management system data and report data summaries to the Board, administrators, school staff and the public.
- \* 14. Develop district grant proposals and provide technical assistance to school personnel in the writing of grants.
- \* 15. Implement, monitor, and evaluate programs and activities funded by grants awarded to the district.
- \* 16. Monitor the implementation of grants to ensure compliance of grant conditions.
- \* 17. Maintain appropriate data base(s) to expedite the local grant writing process.
- 18. Perform such other duties as may be assigned by the Superintendent or supervisor.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:** Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.