

JOB DESCRIPTION

POSITION TITLE: Elementary and Middle School Testing Program Manager	JOB CODE: 417A
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Prof/Supervisory Support Annual
DEPARTMENT: Assessment & Personalized Learning	WORK DAYS: 238
REPORTS TO: Director, Assessment and & Personalized Learning	PAY GRADE: Rank I (NK09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages and coordinates the testing program at the elementary and middle school levels and supports the accountability function of the Assessment Department	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: None
3.	Experience: 2 years working with school testing programs, data processing and project management
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; Organization and planning, oral and written communication, spreadsheet, data base development and maintenance skills, knowledge of testing concepts and terms

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Works collaboratively with department staff to plan and conduct technical and non-technical projects.
3.	Prepares and disseminates administration procedures and materials & develops and coordinates workload schedules for elementary and middle school testing programs
4.	Maintains an inventory of materials associated with elementary and middle school testing programs.
5.	Organizes and maintains local and statewide testing program records and files
6.	Develops, maintains, and appropriately archives assessment data & captures assessment data from appropriate sources.
7.	Assists in the collection and verification of accountability sources & provides support to schools in the administration of testing and interpretation of scores from the assessment program.
8.	Develops and prepares statistical summaries, graphs, and charts for various stakeholder groups.
9.	Works with vendors and State Department of Education personnel to gather and communicate expectations for testing at the local school level and to resolve problems at the school and/or system level.
10.	Gathers information and provides guidance regarding testing irregularities for elementary and middle school programs.
11.	Provides training directly to school test coordinators about test administration guidelines and procedures & provides technical support for assessment online programs.
12.	Develops and maintains the department web-page.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____