



EMPLOYEE NAME: \_\_\_\_\_

Revised: 5/09; 10/12; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> High School Testing Program Manager	<b>JOB CODE:</b> 417A
<b>DIVISION:</b> Academic, Teaching and Learning	<b>SALARY SCHEDULE:</b> Prof/Supervisory Support Annual
<b>DEPARTMENT:</b> Assessment & Personalized Learning	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Assessment & Personalized Learning	<b>PAY GRADE:</b> Rank I (NK09)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Manages and coordinates the testing program at the high school level; supports 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; 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, and develops and coordinates workload schedules for high school testing programs.
4.	Provides training and follow up support directly to school test coordinators about administration guidelines and procedures & provides technical support for assessment online programs.
5.	Maintains inventories of materials associated with high school testing programs.
6.	Organizes and maintains local and statewide testing program records and files & develops, maintains, and appropriately archives assessment data.
7.	Provides support to schools for interpretation of scores from the assessment program & captures assessment data from appropriate sources.
8.	Assists in the collection and verification of accountability data.
9.	Develops and prepares statistical summaries, graphs, and charts for various stakeholder groups.
10.	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.
11.	Gathers information and provides guidance regarding testing irregularities in the high school testing program.
12.	Assists in the generation and dissemination of accountability reports.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_