

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TEST COORDINATOR

SALARY SCHEDULE: [A3] SSP-7

COST CENTER: SARASOTA COUNTY TECHNICAL INSTITUTE (0391)

QUALIFICATIONS:

- (1) Associate of Arts Degree [or comparable experience in testing.]
- (2) [Experience in testing preferred.] Certificated in the administration of TABE and Wonderlic/ATB tests.
- (3) Experience in the online administration of ASE, CJBAT, PreVisor (HR) and Kryterion tests.
- (4) Computer proficiency.
- (5) Must be able to work [a flexible schedule] evening hours.

KNOWLEDGE, SKILLS AND ABILITIES:

Software knowledge of [TABE] Testmate, Excel and Word. Good organizational skills. Ability to communicate effectively, both orally and in writing. Extreme accuracy. Computer knowledge. Ability to work well with others. Good judgment. Confidentiality.

REPORTS TO:

Director or designee

JOB GOAL

To provide testing services for the Sarasota County Technical Institute and Adult Education to meet division and state requirements.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Administer and score state approved basic skills test, aptitude and interest inventory tests.
- * (2) Prepare reports and enter test data for computer generated profiles of students.
- * (3) Maintain statistical records associated with the Test Center.
- * (4) Report test scores to appropriate individuals and/or agency.
- * (5) Enter student's personal data on server prior to testing.
- * (6) Maintain computers for Testing and Reassessment Center.
- * (7) Order, maintain and secure materials for Test Center.
- * (8) Score GED tests.
- * (9) Test and maintain records for Sarasota Sheriff, Sarasota Police, Venice Police and other law enforcement agencies.
- *(10) Provide clerical support to Pupil Support Services as needed.
- *(11) Administer tests and maintain records for all apprenticeship programs.
- *(12) Administer tests and maintain records for the Automotive Service Excellence testing. [twice a year.]
- *(13) Schedule and coordinate School Improvement Plan reassessment.
- *(14) Assist with special projects as needed.
- *(15) Provide test accommodations as needed.

TEST COORDINATOR (Continued)

- *(16) Work cooperatively with others, including test vendors and test service providers from the private sector.
- *(17) Maintain good attendance and punctuality.
- *(18) Use effective, positive interpersonal communication skills.
- *(19) Remain sensitive to needs of students and staff.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 07

*Essential Performance Responsibilities