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:

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