

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TEST COORDINATOR

SALARY SCHEDULE: SSP-7

COST CENTER: [SARASOTA COUNTY TECHNICAL INSTITUTE] SUNCOAST TECHNICAL COLLEGE (0391), SUNCOAST TECHNICAL COLLEGE – NORTH PORT (0591)

QUALIFICATIONS:

- (1) Associate of Arts Degree/Associate of Science Degree or sixty (60) hour equivalent from an accredited educational institution or passing score on the Para Pro Assessment Test
- [(2) 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)] (2) Computer proficiency.
- [(5)] (3) Must be able to work evening hours.

KNOWLEDGE, SKILLS AND ABILITIES:

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

REPORTS TO:

Director or designee

JOB GOAL

To provide testing services for [Sarasota County Technical Institute] Suncoast Technical College and Adult Education to meet division and state requirements.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Administer and score state approved basic skills tests, GED® tests, 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 Test [and Reassessment] Center.
- * (7) Order, maintain and secure materials for Test Center.
- * (8) Score [GED] TABE tests.
- * (9) Test and maintain records for law enforcement agencies.
- * (10) [Provide clerical support to Pupil Support Services as needed.] Invoice agencies who agree to provide payments
- * (11) Administer tests and maintain records for all [apprenticeship programs] certification testing.
- * (12) [Administer tests and maintain records for the Automotive Service Excellence testing.] Work cooperatively with the coordinator of the corrections program to provide testing in the Sarasota County Jail.

TEST COORDINATOR (Continued)

- *(13) [Schedule and coordinate School Improvement Plan reassessment.]
Set up testing calendars and schedules.
- *(14) Assist with special projects as needed.
- *(15) Provide test accommodations as needed.
- *(16) Assist underage candidates with approval process.
- *(17) Train and monitor additional test administrators as necessary.
- *[(16)] (18) Work cooperatively with others, including test vendors and test service providers from the private sector.
- *[(17)] (19) Maintain good attendance and punctuality.
- *[(18)] (20) Use effective, positive interpersonal communication skills.
- *[(19)] (21) Remain sensitive to needs of students and staff.
- [(20)] (22) 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