

Position: Coordinator of Assessment Testing Programs

Salary Range: 28

Summary

Organizes and coordinates all aspects of high school testing programs. Performs a variety of additional clerical duties in assigned areas. Provides secretarial support for vice principal as assigned.

Distinguishing Characteristics

The Coordinator of Assessment Testing Programs works independently on state-mandated and other testing programs of students in a high volume office environment. This position is responsible for all testing programs at the high school level, including drafting proctoring materials and training employees on test administration. The Coordinator of Assessment Testing Programs organizes, coordinates and carries out testing and clerical duties.

Essential Duties and Responsibilities

- Interprets testing manuals and develops written school-wide protocols for local test administration.
- Runs pretest validity checks to ensure student demographic data is correct and complete. Independently investigates, verifies and/or corrects the accuracy of student demographic data.
- Coordinates and processes post test activities including but not limited to, interpretation of and filling out of information on forms. Documents irregularities and serves as liaison with testing companies when appropriate.
- Receives, inventories and prepares tests and test-taking materials. Secures equipment and locations for test administration.
- Develops and coordinates complex calendar of multiple testing programs. Assists in determining bell schedules to accommodate specific testing programs. May coordinate with outside agencies for testing venues.
- Develops test security protocols and oversees overall test security.
- Assists in composing parent/guardian communications regarding specific testing programs, testing procedures and schedules, and student and parent/guardian rights and responsibilities under testing programs.
- Answers parent and staff inquiries regarding tests and testing procedures, including exemptions and accommodations.
- Hires and oversees proctors. Recruits and trains proctors on testing logistics.
- May disseminate information and coordinate with teaching staff regarding various tests and testing options.
- Coordinates the flow of information between groups/departments/divisions. Work activities include but are not limited to independent research, assistance in budget monitoring, record keeping. May take and transcribe dictation.
- Provides secretarial support for vice principal as assigned.
- Receives and routes walk-in guests and telephone inquiries for a variety of individuals which may include students. Provides information and resolves matters as appropriate, or searches for requested information. Within the scope of authority, explains general program policies and procedures.
- May maintain various databases, relevant to area of assignment and generate required reports. May prepare and maintain student permanent records or databases. May set up simple databases to facilitate data gathering and statistics. Enters information according to established procedures.
- May maintain budget records and files. May prepare accounting forms such as purchase orders or shipping/receiving forms. May assist in the budget development process by gathering and compiling required information.
- Creates from rough drafts or verbal instructions, letters, memoranda, recurring reports, and statistical data, using appropriate software. Composes routine correspondence and forms as necessary.

- Reviews a variety of forms and materials for completeness and conformance with established regulations and procedures. Ensures accuracy of data.
- May receive, prepare, handle and store confidential information pertaining to the District or assigned department.
- May train and provide work directions to student assistants as assigned.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

Qualifications

▪ Knowledge and Skills

Requires a high degree of accuracy as well as strong organizational and analytical skills. Must have excellent communication skills to project a positive image and convey basic and complex information to customers. Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills. Must be skilled in using and troubleshooting various standard office machines, including personal computers with word processing, custom databases, desktop publishing, presentation graphics and spreadsheet applications.

▪ Abilities

Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to perform office and secretarial work with speed and accuracy. Must be able to learn, interpret, confidentially explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology. Must be able to maintain the confidentiality of records and information. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to direct the work of others. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

▪ Physical Abilities

Requires sufficient arm, hand and finger dexterity to operate keyboard, typewriter and other office equipment for extended periods of time. Requires visual acuity to read words and numbers. Must be able to speak and hear to communicate in person or over the phone. Requires sufficient movement to retrieve work materials.

▪ Education and Experience

High School diploma or equivalent required. Minimum of 2 years of progressively responsible secretarial and clerical experience, preferably in a school setting. College credit may be substituted for some experience to a maximum of 50% of requirement for position.

▪ Licenses and Certificates

Depending upon assignment, a valid California driver's license and/or first aid training may be required.