

Salem-Keizer Public Schools Job Description

6/11	SCHOOL TESTING SPECIALIST	2.8.26
Effective Date	Job Title	Index

PURPOSE

To administer state tests to students, to extract information from district databases and testing site to develop various reports for testing and student tracking purposes; and to provide training to staff on accessing and inputting data to assess student progress on the educational reform act.

CLASS CHARACTERISTICS

Employees work independently and receive only occasional instruction or assistance as new or unusual situations arise. They know and follow all established operating procedures and policies of the position.

SUPERVISION RECEIVED AND EXERCISED

Receives occasional direction from an assigned supervisor. Methods of performing tasks are left to the judgment of the employee. Work is reviewed periodically to assure conformance with standards and to measure results.

EXAMPLES OF DUTIES – may include, but are not limited to, the following:

Scheduling state testing sessions in computer labs; notify teachers of changes/additions and schedule appointments with individual students.

Creating a recording system (OAKS cards) for each student in reading, math, science, and social science.

Managing lab(s) and access daily testing session passwords for activating the OAKS computerized assessment system.

Tracking and documenting accommodations for IEP students during testing as required by ODE.

Troubleshooting computer issues and contacting technicians for repair or system problems.

Instructing, supervising and managing groups of students (including ELL, special ed., alternative ed.) in test settings.

Providing teachers with information on the use of the OAKS system, Tracker, and CEWS. Providing ongoing resources for teachers.

Working cooperatively with department coordinators, teacher leaders, counselors, teachers, technology staff, and administration regarding OAKS testing functions, requirements, and test results.

Providing information to and fielding questions from parents and students regarding Records of Standards Achievement (RSAs).

Filing student reports and records in CUM/student folders.

Maintaining accurate, complete and confidential records.

Forwarding and requesting testing information for transfer students to and from other districts. Provide this information to Testing & Evaluation.

Producing, analyzing and providing a variety of reports, e.g., student achievement, student needs, results for individual classes.

Ordering and preparing materials for paper and pencil testing.

Coordinating the return of materials per stringent ODE guidelines.

Coordinating large mailing projects for disseminating testing information to parents (test scores, RSAs).

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of computers.

Principles and practices of business software applications such as Excel, Filemaker Pro and Word.

Modern office procedures, methods and equipment.

Ability to:

Learn NCLB requirements and ODE testing guidelines and administration practices.

Administer state tests and supervise students during the testing process.

Schedule and organize multiple tasks.

Organize work flow and meet time lines.

Analyze problems carefully and implement solutions.

Format and create state mandated student achievement reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Use SASI software for retrieval of student information.

Train staff at various skill levels on PC's and software applications.

Ability to read and understand manuals.

Experience and training

Two years experience with business related software applications.

Training:

Completion of the twelfth grade or higher.

WORK ENVIRONMENT:

Climate controlled office settings. Exposure to minimal noise intensity levels.

High level of contact with staff, students, parents and outside agencies.

PHYSICAL REQUIREMENTS:

Frequent talking, hearing and sitting for extended periods. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity. Vision to read printed materials, computer screens and/or other monitoring devices

Strength: Sedentary-Light – Exert force to 15 pounds frequently and 20 pounds occasionally and/or negligible force to lift, carry, push, pull, or otherwise move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: School Testing Specialist

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____