

Job Title: **Test Scoring and Reporting Coordinator**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 19

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to perform essential scanning and scoring operations for District administered standardized tests within the School District.

ESSENTIAL JOB FUNCTIONS

- Scans, scores, and reports standardized District test data, teacher test data, and program evaluations.
- Performs a variety of data entry and records management tasks; Inputs standardized test scores of students into the District student information database; Trouble shoots errors.
- Creates applications using specific scan and score software.
- Designs forms used to collect various data using an optical mark or image scanner.
- Assists with School District administration of standardized state testing (FSA and EOC).
- Acts as liaison between department and testing vendors.
- Performs preventative maintenance and troubleshoots minor problems with the optical mark scanner and image scanners.
- Acts as informational resource personnel to administrators and test coordinators for standardized testing.
- Advises teachers on development and reporting options for surveys, tests, and program evaluations.
- Maintains logs, records, and databases of scanned data and test score entries.
- Performs administrative and clerical duties in the coordination of testing and scoring activities.
- Participates in the training of administrators and test coordinators.
- Participates and serves on School District committees; Represents the department.
- Performs related duties as assigned.

MINIMUM REQUIREMENTS

- Associate Degree.
- Three (3) years of progressively responsible experience administering testing, scoring and recording of School District and statewide testing within a similar educational environment.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of School District and State testing, scoring, and reporting procedures and policies.
- Requires the ability to display knowledge of business English, spelling, and punctuation.
- Requires the ability to display knowledge of computer principles, techniques, and procedures.
- Requires the ability to display knowledge of operating principles and characteristics of information systems and associated computer hardware and software utilized by the department.
- Requires the ability to display knowledge of general office procedures and practices.
- Requires the ability to display knowledge of basic computer/keyboard operations.
- Requires the ability to display knowledge of basic arithmetic.
- Requires the ability to administer testing procedures.
- Requires the ability to deal courteously and diplomatically with the students, school personnel, and the general public.
- Requires the ability to operate of a computer keyboard and utilizing standard software applications used by the District.
- Requires the ability to display knowledge of understand and carry out oral and written instructions.
- Requires the ability to concentrate and pay close attention to detail with constant breaks in concentration associated with answering phones or speaking in person to students or citizens requiring assistance.
- Requires the ability to display knowledge of establish and maintain effective working relationships with those contacted in the course of the work.
- Requires the ability to conduct training of large and small groups.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to work in a typical office setting, use standard office equipment, read printed materials and a computer screen, and communicate in person or over the telephone. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: