

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SUPERVISOR, Testing

QUALIFICATIONS

- Associate's Degree (or higher) in related field or equivalency in training and/or experience.
- Five (5) or more years experience in district level coordination of FCAT assessment programs.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the FCAT assessment program and related accountability programs.
- Knowledge of FCAT test distribution, administration, and packaging procedures.
- Ability to develop and present training related to FCAT administration and packaging for scoring.
- Skills in organizing and distributing FCAT results.
- Proficiency in use of computer applications and technical equipment as related to department job functions.
- Possess effective decision-making skills.
- Possess effective interpersonal skills and abilities.
- Ability to communicate effectively orally, in writing, and on the telephone.

SUPERVISION

REPORTS TO Coordinator of Testing
SUPERVISES No supervisory duties

POSITION GOAL

To provide technical, electronic, and other support functions to K-12 State student assessment programs.

PERFORMANCE RESPONSIBILITIES

1. * Coordinate the distribution, packaging, verifying and retrieval of secure and other test materials to and from schools.
2. * Create and maintain FCAT related electronic databases, files, reports and records beyond those supplied by IS and DOE vendors.
3. * Keep current with technological developments and their implications to coordinating a countywide assessment program.
4. * Develop and generate reports to be provided to district and school based personnel.
5. * Develop data collection instruments and input documents.
6. * Assist with developing and providing a comprehensive program of user education workshops for school test coordinators and test administrators.
7. * Assist district- and school-based personnel, as well as School Board members, the media and the public, with interpreting assessment results.
8. * Coordinate and maintain the automation of the testing budget, inventory, and other functions identified by the Testing Department staff.
9. * Develop knowledge of and ability to apply School Board policies/procedures.
10. * Communicate testing policies/procedures to school and ESC staff.
11. * Communicate with DOE and vendor representatives and the public as is appropriate under confidentiality rules.
12. * Assist in the coordination of all statewide assessments and related programs.
13. * Coordinate the publication of an annual district testing schedule.
14. * Assist in the preparation and presentation of materials/information as is necessary to department meetings and training sessions.
15. * Assist in maintaining all hard-copy test data files, and accessing all IS electronic assessment data files.
16. * Assist in the distribution of standard test score reports to schools provided by the DOE.
17. * Provide technical assistance to schools as required.
18. * Serve as the liaison between Testing and IS.
19. * Schedule appointments, meetings, delivery/retrieval of testing materials.
20. * Oversee maintenance of correspondence and records.
21. Perform other duties as assigned by the Coordinator of Testing.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

PC, Scanner, Copy Machine, Calculator, Pallet Jack

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Bending Lowering the body forward from the waist
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Crouching Bending the body downward and forward by bending leg and spine.
Reaching Extending hand(s) and arm(s) in any direction.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.
Repetitive Motion Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-13-H \$42,283 - \$72,239
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 10
EEO-5 Line 44
Function 6100
Job Code 1693
Survey Code 77131

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

January 10, 2006
September 21, 1999

ADA Information Provided by Dave Winger
Position Description Prepared by Dave Winger