

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST, Testing

QUALIFICATIONS

- Associate's Degree or equivalence, with valid Florida driver's license and transportation.
- Five (5) years of progressively responsible experience in assessment program management assistance or related equivalence.
- Three (3) years successful experience in advanced level secretarial/clerical duties.
- Ability to communicate effectively orally, in writing, and on the telephone.
- Ability to work effectively and efficiently under pressure.
- Proficiency in use of computer applications and technical equipment as related to department functions.
- Production proficiency and organizational skills supported by portfolio and/or demonstration.
- Evidence of developmental plan to add assessment, measurement, and statistical skills incrementally.
- Knowledge of and ability to apply School Board policies/procedures.

REPORTS TO Coordinator of Testing

SUPERVISES No supervisory duties

POSITION GOAL

To perform secretarial and clerical tasks with minimum direct supervision while exercising judgment within the scope of authority. To provide secretarial, technical and other support functions to K-12 state student assessment programs.

PERFORMANCE RESPONSIBILITIES

1. * Receive visitors/phone calls and provide information or make referrals to other staff members, when appropriate.
2. * Open, organize, and route mail; answer routine correspondence; draft, type/word process correspondence and other documents.
3. * Maintain all incoming and outgoing correspondence.
4. * Schedule appointments, meetings, and deliveries/retrievals of testing materials.
5. * Make travel arrangements, reservations, etc.
6. * Operate general office machines as needed, including copier, 10-key calculator, and computer.
7. * Maintain all hard-copy test data files, and access all IS electronic assessment data files.
8. * Maintain budget and related information in spreadsheet format.
9. * Communicate testing policies/procedures to school and ESC staff.
10. * Communicate with DOE and vendor representatives and the public as is appropriate under confidentiality rules.
11. * Attend meetings and training sessions, take minutes, and assist in the preparation and presentation of materials/ information as is necessary.
12. * Inventory and order supplies, forms and equipment.
13. * Compile needed information/documentation associated with ordering testing materials for all schools.
14. * Monitor and record inventory of all testing materials, and maintain all in a secure manner.
15. * Coordinate packing of secure and other test materials and distribution to schools.
16. * Coordinate retrieval of secure and other test materials from schools and verify counts.
17. * Assist in the design, creation, and compilation of reports and records beyond those supplied by IS using electronic databases and spreadsheet programs.
18. * Coordinate the distribution of standard test score reports to schools and assist with test score manipulation into additional formats as needed.
19. Perform other duties as assigned by the Coordinator of Testing.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position	2 Sedentary	September 22, 1999
AS-C \$31,925 - \$56,694	Personnel Category	3 A-C/F-G//K-Q/S-V	
M-12 D-258 H-1935	EEO-5 Line	4 Indoors	
	TBA	Function	6100
	10	Survey Code	77131
	44	Job Code	1677