



ACCOUNTABILITY AND TESTING COORDINATOR

Exempt

General Definition of Work

Performs difficult skilled technical work managing the NC state testing program, and related work as apparent or assigned. Continuous supervision is exercised over Testing Coordinators.

Qualification Requirements

Bachelor's degree required; Master's degree preferred. Experience as a school level testing coordinator or school-based administrator or equivalent combination of education and experience.

Salary

Pay Grade 73

Reports to

Director of Accountability Services

Essential Functions

- Leads the district implementation of the testing program.
- Facilitates meetings, training, and support for school level Testing Coordinators, school administrators, and district leaders.
- Demonstrates excellent oral and written communication skills,
- Demonstrates excellent ability to calculate and analyze data and produce data reports.
- Provides test preparation.
- Pre-codes headers and answer sheets for paper/pencil test by course and period for high schools; pre-codes headers and answer sheets by homeroom for elementary and middle schools.
- Conducts test processing; scans answer sheets and download testing files from NCTest for processing in WinScan (NC scoring program); scans answer sheets and download testing files from NCTest for processing in WinScan; processes data in WinScan.
- Provides testing results to schools.
- Provides schools with regular and requested rosters or reports related to testing.
- Provides individual student reports and labels to school for distribution and filing.
- Reviews, researches and corrects errors in the scan files.
- Uploads testing files to the State's secure file transfer client.
- Provides data files to Data Analyst.
- Reviews submissions to the Online Test Irregularity Submission System and determine if a misadministration.
- Maintains NC data collection systems.
- Participates in meetings, conferences and trainings.
- Performs program updates to state computer programs, WinSan and ABCTools, for testing computers.
- Performs uploads and downloads as required in the Data Collection Schedule.
- Trains associates in the use of the WinSan program to scan, process and run reports; trains associates in the use of the ABCTools program for pre-coding answer sheets and testing headers; trains associates and school personal in the use of the NC Education Moodle.
- Manages roles assigned in NC education for school system staff.
- Monitors and disseminates information provided through the Testing News Network.

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- Builds monthly audit files, Historical Audit, Expect Test and Accommodation Error Reports.
- Manages Cohort Graduation Rate Reporting

Knowledge, Skills and Abilities

- Extensive knowledge of the North Carolina Testing Program.
- Comprehensive knowledge of the software used in school testing and assessment.
- Comprehensive knowledge of test handbooks and manuals.
- Thorough knowledge of general office operations and procedures.
- Thorough knowledge of the principles, practices and procedures of student testing, evaluation and research.
- Thorough knowledge of statistical methods and procedures.
- Ability to communicate orally and written.
- General knowledge of departmental programs and services.
- Comprehensive skill generating required or requested reports related to testing and student records.
- Ability to operate standard testing software systems.
- Ability to operate standard office equipment and related hardware and software.
- Ability to learn specialized software related to business need.
- Ability to establish and maintain effective working relationships with similar professionals, school officials and staff.

Physical Requirements

- Requires the occasional exertion of up to 50 pounds of force.
- Regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions.
- Occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Requires close vision, ability to adjust focus and color perception.
- Vocal communication is required for expressing or exchanging ideas by use of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Requires preparing and analyzing written or computer data.
- Must be able to operate a variety of equipment and tools including computers, scanners, typewriters, computer software, etc.
- Work has no exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.