

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM SPECIALIST I – TESTING (ESOL DEPARATMENT) **EDUCATIONAL PROGRAM SERVICES DIVISION**

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of professional, supervisory, technical and administrative tasks in directing the administration of standardized testing of students of the County school system. Employee is responsible for assisting with the district-wide implementation and administration of the IPT (IDEA Proficiency Test) language test. Employee assists in training English as a Second Language teachers. Employee also assists school staff in preparing for tests. Employee provides extensive consultation on interpreting test results. Employee performs special projects at the request of the division director, and/or Assistant Superintendent. Reports to the Director of English as a Second Language.

SPECIFIC DUTIES AND RESPONSIBILITIES **ESSENTIAL JOB FUNCTIONS**

Coordinates and supervises implementation and administration of North Carolina IDEA Proficiency Test.

Provides technical assistance and consultation on test interpretation, and legal and ethical considerations in testing to schools; works with various support staff throughout the system to assist schools in preparing for the IPT assessment programs and consults with data processing staff on computer hardware and software issues and concerns.

Assists in the training of English as a Second Language teachers ensuring adherence to established policies procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Attends statewide training sessions and conducts local training sessions for ESL teachers on proper conditions, practices and procedures for testing, as well as supervising system-wide coordination of test implementation; and monitors proper use.

Collaborates with Assessment and Evaluation office personnel to conduct various projects and produce reports; advises and seeks advice from colleagues.

Assists with the collection and assembly of data; designs and produces graphic, tabular and narrative results of data and statistical analysis; writes reports and assists in interpreting results for administrators and Board of Education.

Assists with ordering of test materials, and verifies shipments; assists with repacking and shipment of materials to individual schools.

Provides technical and other types of assistance and training to schools; serves on system-wide committees as requested.

Attends seminars, conferences, workshops, classes, lectures, hearings, etc., as appropriate, to enhance and maintain knowledge of trends and developments in IPT testing and North Carolina school testing programs; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with testing professionals to facilitate exchange of information; interprets, compiles and disseminates information to school administrators and other system educators, as appropriate.

ADDITIONAL JOB FUNCTIONS

Performs administrative duties and compiles data for special projects or reports, as assigned, ensuring completion by specified deadlines and in accordance with established goals and objectives.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree or a related field, and 1 to 2 years of experience administering standardized test and interpreting results; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, scanners, copiers, calculators, shrink wrappers, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 35 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical demand requirements are for Light to Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, and test result data, technical manuals, professional journals, etc. Requires the ability to prepare correspondence, reports, forms, charts, graphs, procedures, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including academic, testing and research terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of rules and regulations regarding the administration of the IPT.

Considerable knowledge of state and local testing requirements.

Considerable knowledge of the proper conditions, practices and procedures for testing.

Considerable knowledge of the current literature, trends, methods and developments in the area of the IPT.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Skill in preparing individual schools for IPT testing.

Skill in interpreting test results.

Skill in training and supporting an administrative staff.

Ability to maintain complete and accurate records and to develop meaningful reports, charts and graphs from them.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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.