

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR – TESTING ADMINISTRATION ACCOUNTABILITY AND RESEARCH DIVISION

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of supervisory, professional, and administrative tasks in directing the administration for all kinds of State and local tests for the district, and facilitates improving student achievement through administering State and local tests and assessments smoothly. Work involves providing departmental leadership, working closely with Data and Evaluation department, other divisions, school, regional, and State testing coordinators. Employee also works with inside and outside agencies to share information and determine the most effective means of administering all kinds of tests. Employee supervises subordinate testing coordinators, testing specialists, and testing material support personnel. The Director of Testing Administration reports to the Chief Accountability and Research Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Organizes, directs and evaluates all subordinates in the Testing Administration department; sets goals for the department and directs testing administration programs; executes, monitors, and evaluates the progress of the programs.

Based on State testing schedule and local assessment needs, creates annual testing schedule, delivers the schedule to the schools on time, and produces testing administration reports.

Works closely with Data and Evaluation department, other divisions, school, regional, and State testing coordinators; directs and coordinates the work of testing coordinators and specialists; provides leadership in administering all kinds of State and local tests and assessments; trains school testing coordinators; guides school testing personnel in administering the tests; and makes sure that all the tests and assessments are administered smoothly and appropriately.

Secures all testing materials and documents through guiding all testing coordinators, specialists, and testing material support personnel to follow State and local testing ethics and rules.

Prepares and provides materials to the Chief Accountability and Research Officer for presentations to the Board of Education, principals, teachers, parents and community groups; attends regular meetings of the Board as designated by the Chief Accountability and Research Officer; conducts staff meetings; attends other related meetings.

DIRECTOR – TESTING ADMINISTRATION

When needed will draft letters and memoranda for the Chief Accountability and Research Officer and Superintendent.

Reviews and edits departmental reports and other school system documents.

Supervises the maintenance of records, reports, inventories and documentation of costs for budget preparation and to ensure the fiscal responsibility of the organization and is accountable for testing materials.

Stays current with professional journals and research papers; attends seminars, conferences and workshops to continuously update professional knowledge.

ADDITIONAL JOB FUNCTIONS

Performs special projects as assigned by Chief Accountability and Research Officer and Superintendent.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master in Educational Administration, or Testing and Evaluation, or a related field, and 5-7 years of experience in educational administration, testing/evaluation administration; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, scanners, copiers, calculators, etc. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

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.

DIRECTOR – TESTING ADMINISTRATION

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

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, manuals, legislation, graphs, charts, etc. Requires the ability to prepare correspondence, reports, forms, charts, graphs, statistical analysis, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to 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 psychometric, statistical and educational 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 algebra, 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 to 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.

DIRECTOR – TESTING ADMINISTRATION

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of educational administration, or testing and evaluation in general. Special knowledge of North Carolina testing programs including regular EOG tests, EOC tests, and all alternative tests for special needs students; as well as local needs tests and assessments is a must.

Thorough knowledge of program guidelines and professional standards.

Considerable knowledge of the North Carolina Standard Course of Study.

Considerable knowledge of the County and School Board policies, procedures and standards regarding education.

Considerable knowledge of the current legislature, literature, trends, methods and developments in the areas of assessment and testing.

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.

General knowledge of the principles of organization, supervision, and administration.

General knowledge of database, statistics, and graphical software available.

Skill in training and supporting school administration, testing coordinator, and other 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.