

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Testing Specialist

DEFINITION

Under general direction, performs detailed technical and clerical work involved in administering educational tests to students in alternative education programs at the Sacramento County Office of Education (SCOE); performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None; however, may provide direction to clerical and technical staff as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Test Administration

Assists with the coordination of, and administers state and local tests, including, but not limited to, General Educational Development (GED) program, California English Language Development Test (CELDT), and California High School Proficiency Examination (CHSPE) to students at various SCOE sites; maintains and ensures the security of all testing materials in accordance with state and General Educational Development Testing Services (GEDTS) policies and procedures; publicizes, schedules, and conducts testing sessions in accordance with state and GEDTS policies and procedures; reliably scores applicable sections of the CELDT; coordinates, trains, and monitors proctors and alternate examiners; admits and verifies the eligibility of testing candidates; communicates test procedures and rules; monitors candidates and resolves conflicts during testing to ensure a secure and quiet testing environment; reports any problems occurring during test sessions to the appropriate authorities.

Records Maintenance/Program Support

Prepares paperwork and documentation for testing programs; orders and arranges for payment for GED test manuals and related materials through the appropriate agencies; for the GED, submits invoices, monitors the billing process, and keeps records of financial transactions; conducts test inventory and checks test booklet condition at the beginning and end of each test session; returns all materials as specified; scores and reports test results on required forms; updates forms as needed; converts test scores to standard and percentile ranks; evaluates scores and recommends candidates for retesting; maintains detailed database records of current and past testing information; documents data and prepares various reports provides data and responds to surveys as requested; attends training meetings related to testing processes; provides guidance and resources to teachers regarding the testing programs as requested; provides assistance in other testing program areas.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a bachelor's degree and experience in teaching, training, counseling, or testing, or an associate's degree and three years' experience in test administration, teaching, training, or counseling; work experience related to maintenance of technical data records, preferably in the areas of examination and testing including the General Educational Development test; experience with database maintenance and monitoring.

Knowledge of:

Acceptable examination and testing policies and procedures; proper English grammar and spelling; standard office procedures; basic math; record keeping and filing systems; standard software applications.

Skill and Ability to:

Research, interpret, and apply mandated testing rules, regulations, policies and procedures; operate standard office equipment; set-up and maintain database files, store/retrieve data, and create, edit and print documents and reports; maintain security and confidentiality of testing processes; effectively communicate both orally and in

writing with diverse groups; prepare reports and surveys; perform basic mathematical computations to calculate scoring results and percentages; work independently; organize and prioritize work; coordinate a variety of projects simultaneously; follow detailed directions and procedures; use conflict resolution techniques; work independently with minimal supervision; and establish and maintain cooperative working relationships with all persons contacted during the course of performing assignments.

Other Characteristics:

Possess a valid California driver's license; willingness to travel throughout the county on work assignments using own transportation with mileage reimbursed.

Revisions approved by Personnel Commission 11/8/11

Revisions approved by Personnel Commission 7/8/08

(former title GED Examiner)

Revisions approved by Personnel Commission 3/21/06

(former title GED Chief Examiner)

Revisions approved by Personnel Commission June 2000

Approved by the Personnel Commission: 9/25/96