

Sacramento County Office of Education Job Description

Classification Title: Testing Specialist

DEFINITION

Under general direction, performs detailed technical and clerical work involved in coordinating and administering educational tests to students and clients 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

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Test Administration

Assists with the coordination and administration of state and local mandated educational tests, including high school equivalency proficiency tests and other language diagnostic tests for court and community school students at various SCOE sites and clients at adult community based organizations affiliated with SCOE; maintains and ensures the security and confidentiality of all testing materials and student records; prepares yearly testing schedules; publicizes, schedules, and conducts testing sessions in accordance with local, state, and federal agencies policies and procedures; reliably scores applicable sections as needed; 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; packages, mails, and tracks answer documents sent to score centers.

Records Maintenance/Program Support

Prepares paperwork and documentation for testing programs; maintains and orders various test manuals and related materials through the appropriate agencies; prepares and submits invoices; conducts test inventory and checks test booklet condition at the beginning and end of each paper-based 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; maintains detailed database records of current and past testing information; searches records and prepares official transcripts for past testers; validates data and prepares various reports; provides data and responds to surveys as requested; attends training meetings and conferences related to testing processes; provides guidance, assistance, and resources to educators and students regarding testing programs and protocols.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities as described; a typical qualifying background would include an Associate's degree and experience in test administration, training, or counseling; work experience related to maintenance of secure technical data records, preferably in the areas of examination and testing; experience with database maintenance and monitoring; experience working with students in alternative education or adults in re-entry programs is desirable.

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

including spreadsheets and database management systems.

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 within the county using own transportation to conduct work assignments.

Revisions approved by Personnel Commission 10/13/20
Revisions approved by Personnel Commission 11/14/17
Revisions approved by Personnel Commission 10/14/14
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
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