



ADULT SCHOOL TESTING TECHNICIAN

District of Scholars, Achievers, Champions

Board Revision Date: 02.23.11

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Principal, Adult and Continuing Education and Summer School, coordinates the adult student testing program and performs clerical and technical duties to assure that tests are scheduled, conducted, scored, recorded and reported according to established procedures and timelines. The Technician must also maintain a fee schedule.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Provides information regarding the rules, regulations and procedures of the adult student testing program; remains current on District, State and Federal test requirements; provides testing services to other agencies on a fee basis or contract. E
- b. Coordinates testing schedules and testing services with school personnel including administrators, faculty and counselors. E
- c. Requisitions testing and scoring materials and maintains testing program inventory; prepares and types tests as needed. E
- d. Assembles, examines, numbers and prepares test documents for delivery to school administrators and test coordinators. E
- e. Prepares test documents for scoring; counts, sorts and packages answer documents for delivery to test-scoring facilities. E
- f. Receives, reviews, sorts and distributes computer printouts of test results data to the appropriate schools and offices. E
- g. Develops and maintains files on test scores and other related materials; performs a variety of clerical duties including typing, answering phones, and record keeping. E
- h. Visits school sites, as needed, to confer with administrators and faculties, delivers test materials, and discusses testing procedures, scores and schedules. E
- i. Operates a variety of office equipment including typewriter, calculator, copier and computer. E
- j. Selects, trains and orients others to assist in the administration of various tests. E
- k. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and procedures of educational testing.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record keeping, filing and proofreading techniques.
- District organization, operations, policies and objectives.
- Applicable sections of State Education Code and other applicable laws.
- Oral and written communication skills.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- Operation and use of computer and office machines.
- Obtaining service contracts from other districts and Civil Service.

Ability to:

- Interpret and apply State and Federal rules and regulations related to the adult testing program.
- Assist in coordinating and implementing an educational testing program.
- Operate a variety of office machines including typewriter, calculator, duplicating equipment and computer.
- Make arithmetic calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Meet schedules and timelines.
- Plan and organize work.

- Train and provide work direction to others.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Work independently with little direction.
- Lift objects weighing up to 25 pounds.
- Perform clerical work with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by college-level courses and two years of increasingly responsible experience in education test administration. GED examiners must have a college degree.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

Adult School office environment; subject to lifting and bending and driving from site to site to administer and deliver tests. Schedule includes split shifts and evening hours.