

TESTING AND ASSESSMENT COORDINATOR

Code No. 5-15-006

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position at the Board of Educational and Cooperative Services is responsible for coordinating the testing and reporting of annual student state and local assessments in local school districts. Responsibilities include ordering, scoring and reporting assessments utilizing a computer database. Work is performed in accordance with state and local rules and regulations governing student testing and assessment. The employee reports directly to and works under the general supervision of an administrative level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates testing procedures for district and state student assessments;

Orders, scores and reports all state and local student assessments;

Utilizes a computer database to generate, organize, store and retrieve data for management and research purposes;

Prepares and submits written and statistical reports related to program activities;

Attends conferences and meetings with representatives from local schools and the State Education Department, regarding the testing and assessment process and procedures;

Reviews the accuracy of reports received from schools and the State Education Department;

Maintains up-to-date knowledge of current and state-of-the-art testing and assessment procedures, practices, and testing availability.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of student testing and assessment principles, practices and procedures as related to school districts; good knowledge of student testing and assessment reporting mandates; good knowledge of office terminology, practices and equipment including standard and specialized computer programs; ability to score, organize and report testing assessments; ability to compile data and background information; ability to keep current in the field of student testing and assessment; ability to communicate effectively orally and writing; ability to establish and maintain good working relationships; analytical ability; organizational ability; attention to detail; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited college or university with an Associate's degree (or completion of 60 college credits) with at least 9 credits in computer science, management information systems, or a field of study closely related to these disciplines; OR
- (B) Two (2) years paid full time or its part time equivalent experience in developing or administering student testing and assessment that involved responsibility for mandated reporting; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Depending upon assignment, candidates for positions in Monroe County Government are required to pass a pre-employment drug test.

ADOPTED: November 3, 2005