

SENIOR EDUCATIONAL TESTING ANALYST

Code No. 3-18-342

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This senior-level position in a school district supports administrators in the collection, analysis, design, and interpretation of student testing data, as well as demographic and enrollment data, for the purpose of identifying and implementing effective strategies, techniques, and programs in order to support all aspects of student learning. This position differs from Educational Testing Analyst by virtue of its responsibility for performing more complex computerized statistical analysis, identifying problem areas, and implementing improvements to increase educational outcomes. The employee reports directly to, and works under the general supervision of, a school district administrator or other higher-level staff member. General supervision is exercised over subordinate staff. Does related work as required.

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

Conducts analysis of enrollment, demographic, and testing data and develops summary reports for school administrators, the Board of Education, and the community;

Performs complex computerized statistical data analysis of testing results utilizing various data management programs;

Identifies and defines problem areas, collects pertinent data, establishes facts, and draws valid conclusions on various data;

Provides technical assistance to school administrators by analyzing and interpreting data;

Acts a project manager for analytical data projects;

Serves as liaison between the school district and the New York State Education Department (NYSED) Assessment and Reporting Offices to facilitate standardized testing administration and scoring;

Reviews data collection methodologies and other data collection operations to identify and implement enhancements to increase efficiency and productivity;

Interprets an extensive variety of technical instructions in mathematical, narrative, and/or diagram form as well as work with concrete and abstract variables in order to strategically plan effective educational outcomes;

Provides direction to staff to ensure adherence to established policies, procedures and standards, and to problem solve.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of English grammar, punctuation and usage; good knowledge of proper and effective research methods and techniques; good knowledge of methods and operation of a personal computer, database, word processing, spreadsheet and graphics software; good knowledge of the fundamentals of statistics, including the calculation of averages and standard deviations; ability to coordinate, direct and manage projects; ability to utilize and manipulate data through a variety of complex computer databases and graphic software programs; ability to write clear and concise narrative reports; ability to communicate well both orally and in writing; ability to work well as a team member; ability to analyze data, formulate conclusions, and produce meaningful reports; supervisory ability; organizational ability; ability to interpret technical material in mathematical, narrative and diagram form; ability to evaluate data collection methods and operations and improve efficiency and productivity by implementing improvements; ability to respond to related inquiries from staff; ability to establish and maintain effective professional relationships; 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 or New York State registered college or university with a Bachelor's degree in Mathematics, Statistics, Education, or a computer science or information technology field, plus three (3) years full-time or its part-time equivalent paid experience in research, statistics, or data analysis, AND the development of related reports; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus six (6) years experience as defined in (A) above; OR,
- (C) Eight (8) years experience as defined in (A) above; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

ADOPTED: May 8, 2008

ADDITIONAL INFORMATION:

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

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.