

## **EDUCATIONAL TESTING ANALYST**

Code No. 4-18-327

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position in a school district performs a variety of duties relating to test analysis, design, development and scoring. The employee participates in the development of test questions, conducts computer analysis of test results, produces narrative and statistical reports and performs related clerical responsibilities. The employee reports directly to, and works under the general supervision of, the Senior Educational Testing Analyst, or other higher level staff member. General supervision is exercised over subordinate clerical 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.)

Participates with teachers and program coordinators to develop new test questions;

Produces drafts and final copies of tests and final exams;

Performs computerized statistical analysis of test results including calculating averages, and standard deviations;

Produces, on computer, narrative and statistical reports including illustrative graphs;

Coordinates the scoring of unit tests for various grades and subjects;

Enters data and analyzes the results of school district surveys;

Performs a variety of clerical tasks such as word processing, copying and collating.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of English grammar, punctuation and usage; good knowledge of research methods and techniques; good knowledge of methods and operation of a personal computer, word processing, spreadsheet and graphics software; working knowledge of the fundamentals of statistics, including the calculation of averages and standard deviations; good math and statistical skills; ability to write clear and concise test questions and narrative reports; ability to communicate well both orally and in writing; ability to work well as a team member; ability to analyze data and produce meaningful reports; organizational ability; ability to coordinate test development and scoring program; ability to establish and maintain effective personal relationships; supervisory ability; 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; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university

with an Associate's degree plus three (3) years full-time or its part-time equivalent experience in research, statistics, or data analysis AND the development of related reports; OR,

(C) Five (5) years experience as defined in (B) above; OR,

(D) Any equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENT:**

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.

**ADOPTED:** July 26, 1990

**REVISED:** January 6, 1994

**REVISED:** May 8, 2008

**ADDITIONAL INFORMATION:**

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.