

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7329  
Pay Grade: D10

FLSA: Non-Exempt

**STUDENT TESTING COORDINATOR**

**MAJOR FUNCTION:**

Performs highly responsible, varied and complex clerical, technical and delegated administrative duties including but not limited to, records maintenance and upkeep and organization and management of increasingly sensitive state assessment testing. Requires an extensive working knowledge of state laws, rules and procedures. Functions are varied in subject matter and level of difficulty and range from relieving the director of administrative details, professional contact with school personnel and the public, interpretation of state policies and procedures, interpretation of test data, office management functions, and requires exercising independent judgment. Work is performed independently with minimum supervision under the direction of the Director of Testing and is reviewed through conferences and results obtained.

**DUTIES AND RESPONSIBILITIES:**

- Applies an advanced understanding of state laws, rules, policies and procedures in the specialized area of state and county assessments in order to organize, manage and execute assessments.
- Performs detailed study and analysis of confidential student assessment data, statistics and written and verbal technical information. Organizes information, perform calculations and prepares statistical data in the form of specialized reports, records, charts and graphs.
- Trains test coordinators in the procedures for conducting the administration of each of the state assessments and the laws that affect those assessments.
- Supervise test administration, test security procedures and make-up administration procedures of each assessment.
- Operates as liaison to the Department of Education and the testing contractor for state assessments.
- Provides technical guidance for assisting school and district personnel.
- Maintains calendar and initiates actions with test coordinators and warehouse supervisors in order to manage distribution and return of test materials.
- Manages return of test materials to contractor.
- Attends regional assessment meetings and training sessions conducted by the Department of Education.
- Maintains, updates and reconciles conflicts in confidential testing data on the Student Information System.
- Maintains records to monitor budget status and expenditures.
- Prepares answer documents for in-house scoring.
- Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED, plus college level courses, and five (5) to (8) years of progressively responsible work experience demonstrating exceptional organizational, management and communication skills. Working knowledge of the Student Information System, Word Perfect, Quattro Pro, Word for Windows, Excel and SAS program.

ISSUED: PBL 11/00; BOARD APPROVED: 12/12/00; REVISED FORMAT & WC 8/04 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

## STUDENT TESTING COORDINATOR

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Student Testing Coordinator - PESPA