PAR: Manager for Testing Information Systems (District Level Testing Coordinator)

Reports to: Director for Planning, Accountability & Research
Supervises: None
Term of Employment: 12 months
Salary: Testing Coordinator - 66
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
- Graduation from a two-year college or technical school majoring in a computer, business, or administrative support related field or prior successful work experience, preferably in state testing operations with 5 years’ experience
- Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities

Essential Job Functions:
- Oversees and ensures proper procedures with respect to subordinate employees supporting various testing projects
- Assists with providing training for school testing coordinators on proper conditions, practices and procedures for administration of state tests
- Maintains historical data, compares data from various sources and produces routine and special request reports
- Uses state and commercial software packages (word processing, spreadsheet, and database) to produce additional reports
- Ensures that all equipment used for scoring tests is correctly setup and working properly
- Fulfills testing requests and answers questions for schools and other appropriate audiences
- Provides first level support for school testing coordinators
- Attends statewide accountability and monthly regional testing coordinators’ meetings to stay abreast of new policies and procedures
- Creates and manages user accounts for data applications which are part of assessment programs
- Works with Technology Specialist to manage various online assessment programs
- Effectively communicates with all MCS departments and schools regarding testing and accountability initiatives and requirements
- Serves as the primary liaison between the school level test coordinators and MCS Central Office
- Keeps process documentation current and continuously strives to improve work-flow
- Demonstrates professional ethics
- Collects and audits scheduled school year data collections of testing data as extracted from NCWise and other departments as required by NCDPI
- Maintains, audits, prepares and submits EOY data for the North Carolina Statewide Accountability Program and the ABC’s of Public Education as required by law
- Evaluates department processes to determine effectiveness and identify area for improvement
- Responds to requests for information or analysis from MCS administrators
- Monitors the daily, monthly and annual schedule of events related to testing to ensure the smooth operation of the technology components of these activities
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- Elicits and documents customer requirements in a manner that translates into technical solutions
- Trains school level test coordinators on various web-based testing applications
- Monitors Accommodations entered in NCWise and CECAS to be used for state testing
- Manages the acquisition, inventory, distribution, and security of all testing materials within the district
- Schedules and monitors online testing, troubleshooting when needed and report results
- Precodes paper/pencil test answer sheets, collates appropriate test book with answer sheets and packages by school/class for distribution to schools
- Provides essential scanning, scoring, and reporting services of the statewide testing program for the district
- Creates and maintains database applications as needed
- Serves as liaison between the MCS Testing Department and the Southwest Regional Accountability Coordinator for the NCDPI
- Performs other duties and responsibilities as assigned by supervisor

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read, comprehend and analyze a variety of complex forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions maintaining effective working relationships
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of job specific office machines and other office equipment
- manage multiple high priority initiatives in a fast paced, highly technical environment
- successfully perform the planning, directing, reporting and administrative responsibilities of this position