

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### **TEST ADMINISTRATOR - EMERALD COAST TECHNICAL COLLEGE**

- QUALIFICATIONS:**
1. Bachelor's degree from an accredited educational institution.
  2. Hold a valid Florida Educator's Certificate.
  3. Satisfactory criminal background check and drug screening.
  4. Must be able to work a flexible schedule that may include evenings and some Saturdays.
  5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal / Director

**SUPERVISES:** N/A

#### **POSITION GOALS**

Plan, coordinate, administer, and monitor all General Equivalency Diploma (GED), Test of Adult Basic Education (TABE), Test of Essential Academic Skills (TEAS), and industry certification exams, as well as other standardized tests administered at Emerald Coast Technical College.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

Knowledge of planning and scheduling techniques. Ability to communicate effectively, both orally and in writing. Knowledge of computer-based testing. Database management skills. Knowledge of educational development test administration and interpretation. Ability to maintain confidentiality of records and information. Knowledge of regulations, policies, and standards for the administration and scoring of educational development tests. Organizational and coordinating skills. Ability to foster a cooperative work environment.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Coordinates and oversees all day-to-day aspects of the administration of a range of testing activities conducted in a centralized testing center, to include development and coordination of testing program policies and procedures.
2. Manages the operation and maintenance of the center's computer testing lab, to include coordination of installation, maintenance, troubleshooting, and enhancement of computer/network hardware, software, and peripherals.
3. Maintains/obtains certification and training necessary to administer required tests.
4. Maintains confidentiality of all testing materials and testing logs.
5. Maintains secure storage of all testing materials as required.
6. Inventories required testing materials and requests, by requisition, necessary supplies for successful operation of testing lab.

7. Conducts testing sessions in accordance with state/national policies and procedures, and follows specific instructions of the test publisher.
8. Provides routine direction, information, and advisement to students and prospective students in regards to testing policies and procedures.
9. Verifies the identity and eligibility of testing candidates.
10. Ensures confidentiality of test results.
11. Scores and reports test results to the appropriate personnel.
12. Ensures testing integrity, reporting any suspicious or blatant violations to administration, as well as other required organizations.
13. Maintains testing environment in a safe, clean, orderly, and comfortable manner.
14. Communicates effectively, orally and in writing, with other professional, students, parents, and community.
15. Manages time effectively.
16. Assists in enforcement of school rules, administrative regulations, and Board policy.
17. Recognizes overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
18. Collaborates with students, parents, school staff, and other appropriate persons to assist in meeting student needs.
19. Engages in continuing improvement of professional knowledge and skills.
20. Assists others in acquiring knowledge and understanding of particular area of responsibility.
21. Conducts a personal assessment periodically to determine professional development needs with reference to specific assignment.
22. Acts in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
23. Performs assigned duties including the accurate and timely filing of all reports.
24. Demonstrates attention to punctuality, attendance, records, and reports.
25. Complies with policies, procedures, and programs.
26. Maintains confidentiality of students and other professional information.
27. Exercises appropriate professional judgment.
28. Supports school improvement initiatives by active participation in school activities, services, and programs.
29. Performs other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:** Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:** 10, 10+1 or 10+2 Months/School Year. Salary and benefits shall be paid in accordance with the Board approved instructional salary schedule.

**EVALUATION:** Performance of this position will be evaluated annually by the assigned Principal / Director in accordance with the Board policy for evaluation of instructional personnel.

### **Job Description Supplement No. 3**