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| Title: | Testing Coordinator |
| Reports to: | Director of Testing and Accountability |
| Terms of Employment: | 12 Months |
| Salary: | TBD |

Qualifications:

- Associate's Degree or at least 48 semester hours towards your Associate's Degree and specialized course work in the area of technology and 1 to 2 years of experience with the state testing software preferred
- Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities
- Must have the background and aptitude to become proficient with various software packages such as Word, Excel, Access

Essential Job Functions:

- Attending appropriate local, regional and state meetings and trainings
- Maintaining fiscal operation of Testing and Accountability, English as a Second Language, and Arts Education Programs including processing of travel reporting as well as budget spending and maintenance of records
- Ordering and Online purchasing utilizing the AS400 computer system and the P-Card Process for the department
- Assisting with the inventory of local and state testing materials and department purchases
- Maintaining the inventory of state testing equipment
- Assisting the Director and School Test Coordinators with various aspects of testing irregularities and misadministration's including posting to the OTTIS system
- Assisting the Director with verification and processing of various local, regional, and state reports including ABCs, AYP and the NC Public Schools Report Card
- Assisting the Director with preparation of local data in tables, charts and graphs
- Assisting the Director in organizing and implementation of local testing and/or accountability workshops
- Assist Director in keeping an updated calendar for testing, ESL and Arts Education activities
- Assisting the Director in the execution of responsibilities with the English as a Second Language Program and Arts Education coordination as requested through other activities not mentioned above
- Management of the various state software for testing and accountability by:
 - **ABCTOOLS Accountability Software:**
 - Maintaining the ABCTOOLS software as new releases are available
 - Processing, printing and monitoring of Audits for Missing Scores into all schools on a regular basis utilizing the assistance of the NCWISE Coordinator

- Processing of state data collection including ABCs and AYP
- Printing various reports of data for the Director, other administrators and school testing coordinators on an as need basis

- WINSCAN Software

- Maintaining the WINSCAN software as new releases are available
- Scanning and processing answer sheets for appropriate state testing
- Processing of data from WINSCAN for accountability purposes
- Printing various reports of data (Class Rosters, Student Labels, Parent Reports, etc.) for the Director, other administrators and school testing coordinators after scanning test documents and on an as need basis
- Upload all data to secure DPI site for additional data checks and make necessary corrections with authoritative sources

- NC Registration Software

- Maintain user IDs for School Test Coordinators and provide assistance with the use of software
- Assisting the Director and school test coordinators as necessary with data input

- TNN/Testing News Network

- Check Testing News Network for new postings from DPI and distribute as needed to Director and other administrators
- Entering required testing/training dates for LEA into TNN software
- Ordering testing materials online (answer sheets, test booklets, and manuals)