

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TEST COORDINATOR

SALARY SCHEDULE: SSP-7

**COST CENTER: SUNCOAST TECHNICAL COLLEGE (0391)
SUNCOAST TECHNICAL COLLEGE – NORTH PORT (0391)
CAREER AND TECHNICAL EDUCATION (9014)**

QUALIFICATIONS:

- (1) Associate of Arts Degree/Associate of Science Degree or sixty (60) hour equivalent from an accredited educational institution or passing score on the Para Pro Assessment Test
- (2) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Software knowledge of Excel and Word. Good organizational skills. Ability to communicate effectively, both orally and in writing. Attention to detail. Computer knowledge. Ability to work well with others. Good judgment. Confidentiality.

REPORTS TO:

Director or designee

<p>JOB GOAL</p> <p>To provide testing services for Suncoast Technical College, [and] Adult Education, and/or Sarasota County Schools CTE students to meet division and state requirements.</p>

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Administer and score state approved basic skills tests, GED® tests, industry certification exams, aptitude and interest inventory tests.
- *(2) Prepare reports and enter test data for computer generated profiles of students.
- *(3) Maintain statistical records associated with the Test Center.
- *(4) Report test scores to appropriate individuals and/or agency.
- *(5) Enter student's personal data on server prior to testing.
- *(6) Maintain computers for Test Center.
- *(7) Order, maintain and secure materials for Test Center.
- *(8) Score TABE tests.
- *(9) Test and maintain records for law enforcement agencies.
- *(10) Invoice agencies who agree to provide payments
- *(11) Administer tests and maintain records for all certification testing.
- *(12) Work cooperatively with the coordinator of the corrections program to provide testing in the Sarasota County Jail.
- *(13) Set up testing calendars and schedules.

TEST COORDINATOR (Continued)

- *(14) Assist with special projects as needed.
- *(15) Provide test accommodations as needed.
- *(16) Assist underage candidates with approval process.
- *(17) Train and monitor additional test administrators as necessary.
- *(18) Work cooperatively with others, including test vendors and test service providers from the private sector.
- *(19) Maintain good attendance and punctuality.
- *(20) Use effective, positive interpersonal communication skills.
- *(21) Remain sensitive to needs of students and staff.
- *(22) Sustained focus and attention to detail for extended periods of time.
- (23) Perform 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:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 07

*Essential Performance Responsibilities