

JOB TITLE: TESTING DIRECTOR

QUALIFICATIONS:

1. A or AA Certification in Counseling or Psychometry
2. At least 5 years successful classroom experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPOSTS TO: Superintendent

JOB GOAL: To help the system develop and implement a high level of testing excellence in order to ultimately improve instruction.

PERFORMANCE RESPONSIBILITIES:

1. Work closely with system personnel to coordinate testing procedures.
2. Develop system-wide programs and schedules for annual group testing as required by the State Department of Education and by the local Board of Education.
3. Conduct pretest workshops for counselors and/or teachers
4. Receive and check all incoming testing materials and supplies.
5. See that all answer sheets are properly prepared and packaged for sending away to be scored.
6. Certify that all materials are secure before, during, and after testing.
7. Maintain an accurate count of all testing materials.
8. Assist faculty and administrators with the interpretation and utilization of test results.
9. Prepare information reports for administrators, counselors, and teachers concerning test scores.
10. Serve as a resource person in planning and conducting in-service activities relating to testing.
11. Keep continually informed regarding research in psychological and education testing.
12. Be regular and punctual in attendance.
13. Maintain confidentiality of any school system related information.
14. Maintain proper and professional relationship with other employees.
15. Perform duties in a manner that promotes good public relations.
16. Be familiar with and follow Board of Education policies.
17. Perform other reasonable related duties as needed.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.