

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6462
Pay Grade: E02

FLSA: Exempt
PTS

TESTING ANALYST
REPORTS TO: Director, Assessment and Accountability
SUPERVISES: Not applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university and five (5) years of progressively responsible work experience demonstrating exceptional organizational, management, and communication skills. Experience in educational setting including successful experience analyzing student performance data. Working knowledge of student information systems and demonstrated knowledge and experience in the use of Microsoft Word and Excel.
MAJOR FUNCTION
Coordinates the district's student assessment program including the organization, management, and reporting/analysis of results in compliance with state laws, rules, and procedures.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Applies an advanced understanding of state laws, rules, policies, and procedures in the specialized area of state and county assessments in order to organize, manage, and execute assessments• Coordinates the preparation and distribution of periodic reports and information related to test procedures and activities• Assists and develops with the preparation of district, state, and federal plans, projects, and reports appropriate to the department• Performs detailed study and analysis of confidential student assessment data, statistics, and written and verbal technical information• Organizes information, performs calculations, and prepares statistical data in the form of specialized reports, records, charts, and graphs• Trains school-based test coordinators in the procedures for conducting the administration of each of the state assessments and the laws that affect those assessments• Supervises test administration, tests security procedures, and make-up administration procedures of each assessment• Operates as liaison to the Florida Department of Education and the testing contractors for state assessments• Provides technical guidance for assisting school and district personnel• Maintains calendar and initiates actions with test coordinators and warehouse supervisors in order to manage distribution and return of test materials• Manages return of test materials to testing contractors• Attends regional assessment meetings and training sessions conducted by the Florida Department of Education• Maintains, updates, and reconciles conflicts in confidential testing data on the Student Information System• Maintains records to monitor budget status and expenditures• Prepares answer documents for in-house scoring• Performs other related duties as required

TESTING ANALYST

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 established by the District.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 1/11 RAS; BOARD APPROVED: 1/25/11; REVISED FORMAT, TITLE, SALARY SCHEDULE, ADA, 9/13 LM; BOARD APPROVED: 10/22/13

TESTING ANALYST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Testing Analyst - PTS