

TESTING OPERATIONS MANAGER

DEFINITION

Plans and coordinates the District's processing and operational aspects of the student testing program.

TYPICAL DUTIES

Oversees test distribution, inventory, ordering and test control procedures.

Serves as administrative liaison with State vendors and representatives on matters relating to student testing.

Prepares and distributes information on District student testing procedures using current technology, State student testing requirements, and quality control procedures.

Develops, documents, and implements procedures for processing test booklets tests and capturing student demographic information.

Trains and supervises staff on quality control issues to ensure security and confidentiality of student testing documents and information.

Schedules receipt and delivery of student testing materials.

Collects, records, organizes, and analyzes data such as student demographic data and test score data.

Creates, monitors, and maintains current operational data files.

Designs testing or other student demographic information for optical character reader input.

Provides information to District personnel, educational agencies, and the public concerning District and State student testing procedures and programs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Testing Operations Manager plans and coordinates the District's processing and operational aspects of the student testing program.

A Senior Human Resources Specialist performs the more responsible and complex technical personnel work related to position classification, recruitment and selection, compensation, employee relations, appeals, training, and the formulation, development and interpretation of human resources rules, policies, and procedures; and supervises technical and/or clerical employees.

A Test Services Coordinator assists an administrator by assuming responsibility for administrative details related to clerical operations and procedures regarding the employee selection process.

SUPERVISION

General direction is received from a certificated supervisor. General supervision is exercised over lower-level clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- District student testing procedures and State student testing requirements
- Procedures for administering individual and group tests
- Principles of organization, management, and supervision
- Data processing techniques
- Statistical analysis techniques
- Principles and techniques for training staff
- Software options to conduct WebEx or virtual meetings
- Optical mark readers/scanners
- Warehousing practices
- Microsoft Office

Ability to:

- Plan, organize, direct, delegate, and review the work of clerical staff and attend to details related to student test processing
- Work effectively and cooperatively with District personnel and the public
- Schedule and oversee test arrangements
- Conduct WebEx or virtual meetings
- Compile and maintain records and files
- Conduct effective training sessions for individual and groups of employees
- Write and edit effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Sixty semester units or equivalent quarter units from a recognized college or university, preferably including courses in supervision, statistics, teaching/training methods, and data processing. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Two years of program management experience working with State of California student testing programs, including one year working with data processing procedures.

Experience in implementing large scale educational testing programs, test publishing, and test development is preferable.

Supervisory experience is preferred.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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PJO