

TESTING OPERATIONS MANAGER

DEFINITION

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

TYPICAL DUTIES

Oversees State Assessments distribution, inventory, ordering and test control procedures.
Serves as administrative liaison with State and federal 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 operational data files.
Prepares testing or other student demographic information on answer books for optical and digital scanning.
Provides information to District personnel, educational agencies, and the public concerning District and State student testing procedures and programs.
Travels to the regional Testing Centers to deliver test materials and monitors and evaluates the safety, security, and technology conditions of the testing facility.
Transports test materials from the Testing Warehouse to shipping site.
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 State 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 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 virtual meetings and trainings
Compile and maintain records and files
Conduct effective training sessions for individual and groups of employees
Write and edit effectively

ENTRANCE QUALIFICATIONS

Education:

Sixty semester units or equivalent quarter units from a recognized college or university, preferably including courses in supervision, statistics, teaching/training methods, and data analysis. 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 analysis procedures.

Experience in supervising staff and implementing large scale educational testing programs, and test development are preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of private transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

Revised
12-19-2024
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