

Job Description

Job Title: Testing Analyst

Position Code: 4E11 and DE11

Job Classification: Exempt

Supervisor: Supervisor of Testing

Pay Grade: 39

Contract Length: 245 Days

Job Summary

Under the direction of the Supervisor of Testing, supervises specific components of the system-wide accountability-testing program and provides technical assistance to other teaching and supervisory staff in data analysis, interpreting test scores, and effectively using test data. Primary responsibilities include working collaboratively with schools on the use of division wide programs, such as Virginia's Student Testing Identifier (STI), Newport News Public Schools centralized data reporting system, and programs for large scale assessments (PEMSolutions and TestNav) to extract, validate, analyze and manage student assessment data. Other responsibilities include implementation of all programs included in the Virginia State Assessment System, as well as other division-wide accountability initiatives.

Essential Duties

1. Extracts, manipulates, analyzes, and validates data for various accountability programs.
2. Prepares materials and tutorials and conducts training for new accountability programs and tools.
3. Works collaboratively with school-based staff to analyze data, draw conclusions, and develop action plans.
4. Contributes to the development and use of computer technology for the electronic sharing, retrieval, management, and dissemination of school assessment information.
5. Prepares and presents data, summaries, and statistics to central office administrators, school staff, and the community in an accurate, understandable, and timely manner.
6. Uploads student information into applicable testing databases as needed and troubleshoot issues that arise through the process.
7. Provides staff development workshops on assessment and data analysis as requested.
8. Provides technical assistance and training to end users in the proper use of applications.
9. Develop training aids and materials for testing applications to assist end users.
10. Interacts with Technology Services to ensure resource and data availability and reliability.
11. District liaison with vendors and NNPS departments for installation, updating, and testing of district testing software.
12. Maintains secure procedures for management of sensitive and confidential student data and secure assessment materials.
13. Collaborates with DDOT to prepare testing materials and conduct trainings for staff on the administration of the online testing.
14. Ensures compliance with applicable federal, state, and local laws and regulations.
15. Serves on special committees related to accountability services as necessary.
16. Assists in preparation of budget.
17. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor of Testing or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Bachelor’s degree required, Master’s preferred in education, research, statistics, mathematics, or a related field. Must possess related experience in educational testing administration to include experiences in data analysis and technical program implementation. Must have an extensive background in various computer software packages and advanced proficiency in Microsoft applications, particularly Excel. Knowledge of SPSS preferred. Must have demonstrated ability to analyze, interpret, validate, and present large data sets and collaborate with school and central office staff to from conclusions, recommendations, and action plans. Must have demonstrated evidence of organizational and analytical skills. Must possess excellent oral and written communication skills. Must have ability to interact positively with teachers and administrators. Must have proven ability to work on multiple projects concurrently. Must be familiar with assessments mandated by the state of Virginia, and knowledgeable about norm and criterion-referenced testing, including performance-based assessments. Other combinations of applicable education, training, and experience that provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Supervisor of Testing

This job description in no way states or implies that these are the only duties to be performed by this employee. The Testing Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Testing or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 01/19 CR