

## Job Description

**Job Title:** Supervisor II, Testing

**Position Code:** 1E19

**Job Classification:** Exempt

**Supervisor:** Chief Academic Officer

**Pay Grade:** 46

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for organizing, implementing, and supervising large group student testing programs for the school division and administering all facets of testing management. Position develops and interprets policies and procedures for testing; analyzes and reports testing results; prepares a budget; and develops related professional development sessions.

### **Essential Duties**

1. Develops and administers the division's standardized student testing programs which includes nationally norm-referenced tests, state required tests, and locally developed criterion-referenced tests (i.e.: SOL assessments, PSAT, SAT, and AP examinations).
2. Develops division wide testing policies and operational procedures to include procedures for ensuring the security of test materials.
3. Interprets and ensures consistent application of policies and procedures relating to the testing function.
4. Develops an annual division wide schedule for large group testing; and consults with building administrators/instructional supervisors in the coordination of the practical elements involved such as securing test coordinators and facilities.
5. Supervises, trains, and coordinates the activities of school test coordinators.
6. Manages the ordering, distribution, inventory, collection, and scoring of testing materials.
7. Analyzes/interprets group testing results; and prepares/presents reports and statistics to the School Board, staff, and various interest groups in an accurate, understandable, and timely manner.
8. Acts as a liaison with the Division of Assessment and Reporting of the Virginia Department of Education regarding the implementation of student testing programs and the reporting of results.
9. Supervises and evaluates assigned staff in the day to day operation of the testing function.
10. Prepares and monitors the program's budget.
11. Evaluates the division's testing program on a continuing basis and recommends changes as necessary.
12. Ensures compliance with applicable federal, state, and local laws and regulations.
13. Ensures the maintenance of complete and accurate historical files on testing results.
14. Serves on special committees related to testing and assessment services as necessary.
15. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Performs any other related duties as assigned by the Chief Academic Officer or other appropriate administrators.

### **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)**

Must possess a Master’s degree in education, statistics, mathematics, or a related field and considerable related experience in the field of educational testing administration to include experience in a supervisory capacity; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a comprehensive knowledge of the principles, practices, regulations, and current issues in the provision of educational testing programs. Must possess the ability to organize and supervise the operations of the testing department. Must possess a demonstrated ability to consult with others in the development of local tests; analyze, interpret, and present student testing results; and advise personnel on how to use results in improvement efforts. Must possess excellent organizational, analytical, supervisory, and communication skills. Must possess the ability to establish and maintain effective working relationships with school administrators, staff, and the public.

**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/typewriter, and to perform; 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:** Assigned Staff  
**Supervision Received:** Chief Academic Officer

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor II, Testing will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Academic Officer 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:**

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Supervisor Date

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

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Employee Name (Print) Signature Date Revised