

Anoka-Hennepin Independent School District #11
Job Description

Title: Research, Evaluation and Testing Office Supervisor
Department: Research, Evaluation and Testing (RET)
Reports to: Director of Research, Evaluation and Testing
Prepared Date: February 2008

SUMMARY OF RESPONSIBILITIES

Coordinate and monitor all administrative functions in the RET Office. Maintaining the annual district and state testing calendars. Overseeing MCA and other state testing rules and regulations. Training district and building staff regarding state testing policies and procedures. Supporting MAP testing and additional district testing. Coordinating mass mailings and special projects. Facilitating surveys and other data collection

DUTIES AND RESPONSIBILITIES

- Develop and maintain a district test security policy
- Coordinate district-wide, standardized and state testing, including MAP, MCA, MBST, GRAD, TEAE, TEAEM, TEAELS, MCA Science, District Writing Assessment
- Act as Liaison between MDE, District staff and site School Assessment Coordinators
- Coordinate the training of support staff in the use of district hardware and software unique to department function and role
- Provide support to the sites for Explore, PLAN, PSAT, Advanced Placement testing
- Provide student files to vendors to preprint answer document
- Prepare test data files for import into other programs
- Oversee the process of collecting graduation-required test records
- Involved in data storage and report design
- Coordinate survey activities related to curriculum self study projects
- Responsible for the management of all office operations, including budget preparation, capital and supply ordering, timesheet preparation, etc.
- Coordinate departmental responsibilities with the Information Systems Department, other district departments, schools, outside vendors and the Minnesota Department of Education
- Other duties as assigned by the Director of Research, Evaluation and Testing

Specific duties related to State testing

- Attend state and local assessment group meetings to stay current on assessment issues; communicate updates to district and school staff
- Monitor MDE website for updates and changes to test calendar, procedures, policies
- Develop training materials and train School Assessment Coordinators, Special Education staff, ESL staff, and clerical test assistants in test ordering, security, administration, handling, and early test corrections
- Report possible test security breaches to MDE and respond to MDE security investigation requests
- Collect necessary audit test papers from test sites at the back-end of testing
- Handle state test rescues and appeals
- Organize information to make corrections during test early correction process

SUPERVISORY RESPONSIBILITIES

Supervise clerical support staff. Supervise duties of the RET Technician at the direction of the Director.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree and/or several years experience in related field.
Microsoft Certification or five years experience with PC databases desired.
State testing experience desired.

KNOWLEDGE, SKILLS & ABILITIES

Knowledgeable about proper test administration and test security
Knowledgeable and current with the NCLB Business Rules
Knowledgeable about the Minnesota Department of Education Procedure Manual, District and School Assessment Coordinator Manuals and Test Monitor Directions
Knowledge of budget development
Knowledge of the Minnesota Academic Standards
Proficiency in required technology, including: TSIS and SASI, Survey Tracker Plus e-mail, Web importing and exporting of data, data-base scanning software and Microsoft software applications, especially database management
Skill in planning, designing and maintaining an information system
Skill in using good judgment and in making independent decisions
Ability to work cooperatively with department and district staff
Ability to work efficiently and prioritize
Ability to supervise staff and effectively lead an office team