



Job Title: **Technical Manager of Testing Data Level 1**

Department: **Evidenced Based Learning – Assessment**

Supervisor: **Director of Research & Assessment**

Lane Placement: **ESP Lane 10**

Schedule: **8 hrs. / 242 days** Evaluation Group: JCES 3

FLSA Classification: **Non-exempt**

JOB DESCRIPTION

Under the supervision of the District's Director of Institutional Research and Assessment, the data and testing technician is primarily responsible for the data integrity of student information regarding district wide assessment and the associated test delivery systems. The technician develops and maintains information processes that successfully support the district's sponsored formative assessments and the state's high stakes summative tests (e.g., Core CRTs, Direct Writing, UALPA, ACT, Explore, Plan, IOWA). They work with IT Programmers on specifications for an extract program that is needed to upload student demographic information into formative assessment test systems (e.g., Scholastic Reading Inventory - SRI, Curriculum Based Measures - CBM, MyAccess) and summative assessment systems. They collaborate with IT on resolving data integrity questions as student test data are uploaded into the Data Dashboard and Skyward. The data and testing technician develops processes and procedures to assure all students are participating in Canyons Assessment System.

ESSENTIAL FUNCTIONS

- Responsible for data integrity of student information regarding district wide formative assessment/progress monitoring systems (e.g., AIMSweb CBM, MyAccess, SRI).
- Responsible for data integrity of student information regarding district wide summative assessment systems (e.g., ACT, Explore, Plan, Core CRTs, IOWA).
- Utilizes strong analytical and project management skills, including a thorough understanding of how to interpret testing requirements into operational requirements, including workflow and timelines.
- Establishes priorities regarding test administration to effectively use existing resources.
- Critically evaluates student information uploaded into multiple test delivery systems, reconcile data conflicts, verify data integrity, verify data completeness against student and course information. This will involve approximately 15,000 student records every three months.
- Utilizes excellent verbal and written communication skills and the ability to interact professionally with a diverse group including, Canyons directors, managers, testing vendors and the Utah State Office of Education.
- Develops training materials for school and district staff as it relates to student test information and data integrity of formative and summative systems.
- Provide helpdesk support regarding assessment data during formative and summative testing to schools.
- Collaborates with the Director in the analysis of any testing system problems and issues for computer-based district wide testing.
- Develops and implements data quality assurance processes for student assessments before, during and after testing in paper and computer-based testing environments.
- Train and direct part-time aides who help with data entry of testing results (e.g., Middle School Reading CBMs) during peak testing periods.

- Provide data updates to the Director regarding student test participation rates on formative and summative testing systems.
- Successfully engages in multiple initiatives simultaneously.
- Develops, with the Director, the assessment calendar and schedule of key tasks and timelines.
- Works with the Director to train Ed Techs on the computer-based testing systems.
- Create frequently asked questions and other documentation that supports teachers, school Ed Techs and administrators in computer-based and paper-based assessments.
- Coordinate with the Utah State Office of Education, error correction processes and final scoring of summative tests. This will involve both paper-based and computer-based testing.
- Periodically attends State Testing Directors meetings.
- Prepares (if necessary) testing materials to be returned to the Utah State Office of Education for scanning and scoring.
- Develops course and student information that will be electronically submitted to the Utah State Office of Education for testing answer documents from the district's student information system (SKYWARD).
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Requires a minimum of 4 years training in office skills and procedures.
- Requires a strong understanding of excel or other spreadsheet software.
- Requires excellent organizational skills for both electronic and paper materials.
- Requires management and leadership skills to manage multiple technical projects, motivate staff, develop plans, etc.
- Requires an ability to manage stressful deadlines.
- Requires excellent technical skills and strong attention to detail.
- Requires strong interpersonal and communication skills, the ability to communicate both orally and verbally with principals, counselors, teachers and the Utah State Office of Education.
- Requires demonstrated ability to prioritize workload based on various deadlines.
- Requires a demonstrated work history of handling confidential student materials.
- Preference given to those individuals experienced in working in district office/school settings.
- Preference shall be given to individuals who have experience with Canyon's student information system, SKYWARD.
- Experience in organizing and managing data in the area of education, business or government departments.

- **Lane 10 Requires:**
 - Bachelor's degree. Verification may be requested.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Work requires moderate physical exertion - lifting equipment and materials of up to forty-five (45) pounds.
- Will experience pressure and stress to meet deadlines.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020