

Educational Service Center of Medina County

Job Description

Title: **Testing Coordinator**

Reports To: Principal or Designee

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Possesses a master's degree with appropriate coursework in supervision, curriculum development, and teaching techniques.
- Has appropriate ODE licensure.
- Has evidence of at least 27 months of experience in the corresponding area of specialization.
- Possesses the ability to use technology as needed to accomplish needed tasks.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

The coordinator will be responsible for all aspects of administering the Ohio Graduation Test. This includes ordering tests, scheduling students, proctors, and rooms, as well as maintaining test security provisions. The coordinator will work with all home schools to obtain current OGT scores for all MCCC students. The coordinator will work with teachers to provide well-planned, supportive, and instructional experiences that will foster knowledge and skills to enable students to successfully meet graduation requirements through passage of all portions of the OGT.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.

7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

Essential Functions:

1. Coordinates and implements the OGT testing schedule. This includes: ordering all test materials, submitting pre-id files, scheduling rooms and proctors, working with the VOSE to provide appropriate accommodations for all IEP students, and returning all materials to the testing company.
2. In-service proctors on testing security procedures.
3. Reviews OGT data with home school test coordinators and shares test outcomes with the MCCC Director.
4. Develops and presents materials, data, and outcomes at staff or in-service meetings.
5. Develops a specific transition plan to help teachers intervene on those seniors who have not successfully passed all sections of the OGT.
6. Develops and updates the MCCC's OGT Standard Operating Procedures Manual to align with the Ohio Statewide Testing Program Rules Book as needed.
7. Participates in local, state, and national conferences and seminars in order to keep abreast of improvements, innovations, and changes in the instructional program.
8. Exhibits a basic knowledge of and ability to operate a variety of office machinery.
9. Exhibits willingness to learn and operate digital equipment and software.
10. Exhibits knowledge of testing procedures and Ohio's Academic Content Standards.
11. Is able to work with efficiency using Microsoft Office software, including Excel and presentation software.

Other Duties and Responsibilities:

Will additionally perform any related duties as may be assigned by the Principal.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue
2. Occasional operation of a vehicle under inclement weather/driving conditions
3. Potential interaction among unruly children
4. Repetitive hand motion, e.g., computer keyboard typing, calculator, writing

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: November 19, 2012
Revised by Governing Board: November 19, 2018