

## **TESTING AND SPECIAL SERVICES MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the efficient management and administration of the Testing and Special Services Department. The work involves the responsibility of overseeing the delivery of testing scoring, data management and special education management services to component school district administrators and support personnel. The incumbent is responsible for overseeing the marketing of systems, software, and services providing data and predictive analytics, special education and testing support applications to the component school districts. The work is performed under the general supervision of the Director of the Mid-Hudson Regional Information Center (MHRIC). General supervision is exercised over staff in the delivery of services to school districts. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists Director in designing, planning, promotion and presentation of services as well as ensuring the delivery of special education and test scoring support services;

Assists Director in designing, planning, promotion and presentation of services as well as ensuring the delivery of data and predictive analytics for student performance and success;

Writes proposals for software and support services and technical plans concerning test scoring and special education services;

Oversees and assesses the development and delivery of training classes for client districts;

Coordinates the research and acquisition of web-based management applications and develops new value-added offerings to existing software in this service area;

Communicates with New York State and Federal agencies regarding test scoring and special education services for school districts;

Consults with district administrators to discuss their service needs;

Supervises the staff of the Testing, Data Management, and Special Services Department in providing clear communications and organized, focused program support to school districts;

Attends statewide committee meetings to develop short and long range plans for the use of technology in education pertaining to testing, data, and/or special education services;

Negotiates statewide and regional contracts with vendors;

Meets with RIC administrators and managers to plan on-going customer support and development of new services;

Assists in budget development, monitors expenditures and approves purchase orders within approved guidelines;

Assigns, reviews and evaluates the work of staff and prepares periodic performance reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the capabilities, function and potential of computer technologies and their application to the area of special education and test scoring support services; good knowledge of educational philosophies and trends; good knowledge of the principles of management and administration; good marketing skills; good organizational skills; ability to direct, plan, schedule and evaluate the work of others; ability to conduct presentations and supervise the development of training programs; ability to establish and maintain cooperative relations with clients and personnel; ability to understand and carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; poise, initiative, tact and resourcefulness.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a Master's Degree and three (3) years of full-time paid, or its' part-time equivalent experience in training and support OR project/program management; **OR**
- B. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree and five (5) years of full-time paid, or its' part-time equivalent experience in training and support OR project/program management; **OR**
- C. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree and seven (7) years of full-time paid, or its' part-time equivalent experience in training and support OR project/program management; **OR**
- D. An equivalent combination of training and experience as indicated above.

\*Coursework in the use of specific programs such as WORD, EXCEL or ACCESS and data entry is not acceptable.

**Special Requirement:** Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

ULSTER COUNTY  
7251 TEST MGR  
Classification: Competitive  
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Adopted: December 22, 2003  
Revised: May 22, 2019  
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