

# JOB DESCRIPTION

## Benchmark Job #057

Ministry: Education  
Branch: Examinations  
Location: Victoria

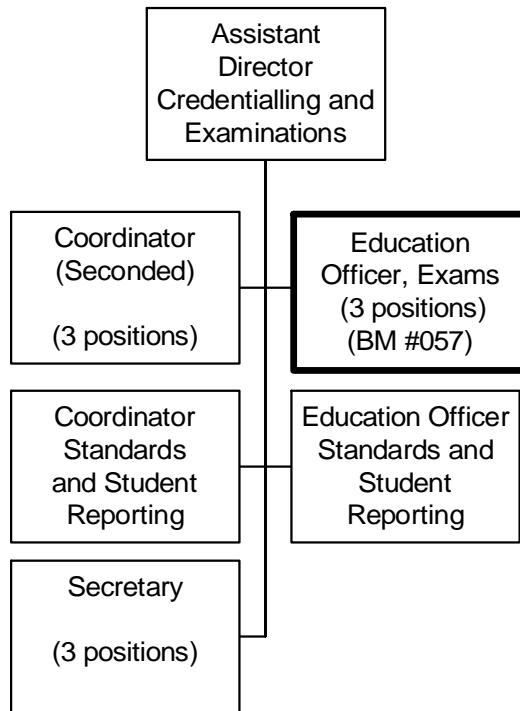
Working Title: **Education Officer, Exams**  
Level: Range 27  
Classification: Education Officer

### PRIMARY FUNCTION

To coordinate the preparation, development, and review of provincial grade 12 examinations, and provide expertise to teacher committees.

### JOB DUTIES AND TASKS

1. Coordinates the preparation, development and review of grade 12 Provincial examinations in assigned subjects or subject areas.
  - a. organizes, coordinates and chairs meetings of teacher committees for the preparation, and review of exams
  - b. develops 6 exams per subject according to criteria for curriculum and specifications
  - c. reviews and edits drafts prepared by teacher committees for accuracy, design and readability
  - d. reaches a consensus between teacher committees on final product
  - e. produces camera-ready copies and tests on two teachers
  - f. prints and submits for review
  - g. provides budget estimates for examination development and preparation for assigned subjects and monitors expenditures
  - h. instructs contracted teachers to develop and mark exams
2. Revises exams in response to changes in subject curriculum
  - a. selects team and coordinates committee meetings to set new specifications for exams for subjects with changed curriculum
  - b. makes revisions based on input feedback from markers and from research
  - c. keeps up-to-date on issues and trends relating to examinations and relevant subject areas
3. Selects teachers for marking exams in subject areas
  - a. selects teachers and coordinates marking sessions occurring three times per year
  - b. participates on committees and applies statistical methods to review outcome of marked exams and to make any required changes such as deleting a question if necessary
4. Provides contract administration
  - a. participates in drawing up requests for proposals and reviewing potential contractors to develop and prepare exams for nine subject areas
  - b. assists Assistant Director in the monitoring and appraising of contractors
  - c. certifies satisfactory contract performance
5. Selects scholarship recipients
  - a. represents the Ministry in selecting recipients for the United World Colleges Scholarship, Excellence Award and the Pacific Rim Scholarship
  - b. manages Pacific Rim Scholarship fund including providing input into budget of \$400,000, monitoring expenditures and negotiating and accepting proposals by contractors within budget
6. Performs other related duties
  - a. develops and conducts in service workshops for Schools Districts on test construction, and the grade 12 examination process to increase the qualified pool of teachers to employ for development
  - b. sets up and manages databases for scholarships, exams and contracts
  - c. responds to enquiries relating to exams and scholarships and drafts correspondence and notes as required
  - d. recommends improvements to program procedures
  - e. drives to various meetings throughout province



# REASON FOR CLASSIFICATION

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Job Title: Education Officer, Exams

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand all related issues of a significant and specialized program of student assessment and assigned subject matter areas to plan and coordinate the work of, and provide authoritative advice to, teacher committees in the preparation of provincial and scholarship Grade 12 examinations.</p>	I	305
2	<p><b>MENTAL DEMANDS</b> Judgement to plan, organize, administer and evaluate the development and outcome of Grade 12 provincial and scholarship exams in assigned subject areas; develop and deliver workshops on test construction, development and grade 12 examination process.</p>	H	250
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic negotiation skills to reach agreement on service contracts with teachers.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to use a computer to develop and update data on provincial exams with some requirement for speed to meet deadlines.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by ministry policy and educational standards, coordinate the development and review of Grade 12 and Scholarship exams in assigned subject areas, coordinate revision to exams in response to changes in curriculum.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Considerable financial responsibility to administer and control expenditures for the \$400,000 Pacific Rim Scholarship fund.</p>	F	43
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to control the preparation and development of Grade 12 provincial examinations by teacher committees to ensure they meet provincial education standards and curriculum.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal instruction and training to contract teachers in developing and marking examinations.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention to coordinate the development of provincial and scholarship exams in assigned subject areas for students in Grade 12.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to frequently respond to multiple demands to finalize and mark examinations by deadlines.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to focus visual attention to frequently read exams and supporting materials and scholarship applications.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 905**

**Level: Range 27**