

# GLASSBORO SCHOOL DISTRICT

Updated 2/1/05

## Monthly Board Items

Date Submitted:

Proposed Effective Date: **Sept. 1, 2021**

Grade(s) impacted: 3<sup>rd</sup>  
through HS

Name: Brandi Sheridan

Position/Item: Testing  
Technology Support  
Stipend

Submitted By: Brandi  
Sheridan

Building:

Proposed cost/amount:

Funded through:

Hours/Days per wk:

Benefits: Y or N  
(circle one)

Is candidate currently employed by District:

       No        Yes

Is candidate a former employee:

       No        Yes

(if yes, what position) \_\_\_\_\_

If yes, part time or full time (circle one)

Check references/review district personnel file?

       No        Yes

**Board Action Requested: Requesting board approval for the following individuals to receive the building stipend for Testing Technology Support at each building.**

Janice Rynkiewicz - \$250 Fall, \$250 Spring (GHS)

Robin Boyd - \$250 Fall, \$250 Spring (GHS)

Dave Davenport - \$250 Fall, \$250 Spring (GIS)

Mike Sharkey - \$500 Fall, \$500 Spring (Bowe)

Bullock – TBD (Spring)

**Details & Ramifications: Each person receiving the stipend for this Testing Technology Support position will be responsible for the details included in the job description attached.**

**For the Fall Start String Assessment, 3<sup>rd</sup> graders will not be included in testing. We are awaiting details from the state in regards to Spring testing.**

**Positives: This position supports the building administration, District Testing Coordinator, School Testing Coordinator, and the technology team in preparing, monitoring, and finalizing testing within the online platform.**

**Concerns: Testing begins in September this year, and technology must be prepared and ready to use much earlier than in a normal testing year.**

**Other Comments:**

**FOR OFFICE USE ONLY:**

Board Date: \_\_\_\_\_

Approved: Y or N

Index #: \_\_\_\_\_

### **NJSLA Technology Support Responsibilities**

- Ensure we have headphones and a mouse for every student.
- Ensure that each classroom has enough surge protectors for devices.
- Troubleshoot laptops that are having issues logging into the testing site.
- Check each device to make sure it is equipped with the proper software for testing.
- Prepare the extra laptops for testing in case they are needed during testing.
- Assist in helping create a testing schedule.
- Schedule and lead a mandatory training session for all test admins on [nj.pearsonaccessnext.com](https://nj.pearsonaccessnext.com)
- Print student testing tickets and organize by classrooms.
- Confirm teacher accounts are active.
- Check that computer-based form assignments and PNPs are correct.
- Ensure students have the correct accessibility features and accommodations before test administration begins in their IEPs or 504s.
- Run the PNP Report - Accessibility Features and Accommodations for Student Tests operational report.
- Review with appropriate staff to make sure students are identified correctly with the appropriate accessibility features and accommodations within Pearson Access Next.
- Check for an accommodation indicator next to the State Student ID (SSID) to make sure they have the correct version of the test.
- Ensure students are in the correct test sessions, including students requiring human reader test sessions.
- Assist in preparing sessions in PearsonAccessnext: <https://nj.pearsonaccessnext.com>
- Add missing students to test sessions.
- Ensure all data and information for the school is properly configured in Pearson Access next.
- Precache tests.
- Start test sessions in PearsonAccessnext: <https://nj.pearsonaccessnext.com>, and unlock the first test unit.
- Assist teachers in running each session once the students begin the unit.
- Assist teachers in resuming students who have been kicked out of a session.
- Create make-up testing sessions in Pearson Access Next for absent students.
- Submit any unit that was incorrectly submitted by a student.
- Finalize all test sessions and close them.
- Create a spreadsheet for Mrs. Sheridan for all the non-testers.