

# Testing Coordinator Job Description

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**Job Title:** Testing Coordinator

**Wage/Hour Status:** Exempt

**Reports to:** Campus Principal

**Paygrade:** 103B (217 Calendar)

**Dept./School:** Assigned School

**Date Revised:** 2/2018

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## **Primary Purpose:**

Implement state and federally mandated student assessment programs for the district. Ensure security and integrity of testing materials and data in accordance with state and federal requirements.

## **Qualifications:**

### **Education/Certification:**

Bachelor's degree from an accredited college or university  
Valid Texas teaching certificate

### **Special Knowledge/Skills:**

Knowledge of the state testing program and accountability system  
Ability to use student test data systems  
Ability to perform statistical analysis  
Ability to use personal computer and software programs to collect, report, and present data and test-related information  
Ability to develop and deliver training to adult learners  
Excellent organizational, communication, and interpersonal skills

### **Experience:**

3 years teaching experience

## **Major Responsibilities and Duties:**

### **Testing:**

1. Develop and implement procedures for ensuring security and confidentiality of state-mandated testing programs and other assessments. Direct and oversee test implementation and monitor testing activities to ensure that procedures are followed and deadlines met.
2. Provide timely support for testing facilitators.
3. Consult with staff to provide appropriate testing accommodation for Limited English Proficient (LEP) students and students receiving special services.
4. Identify, investigate, and address testing irregularities. Report discrepancies and disciplinary actions taken against students as required.

### **Analysis and Collaboration:**

5. Develop and distribute statistical studies, analysis, and evaluation reports as required.

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6. Work with instructional teams to analyze test data and develop student achievement goals and objectives.
7. Consult with district staff to develop, administer, and interpret evaluation guidelines and procedures.

## **Recordkeeping, Reporting, and Inventory:**

8. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
9. Complete evaluation and compliance reports as required by federal and state programs.
10. Develop, implement, and maintain an inventory system to track and monitor location of test materials throughout the distribution, return, and storage process.
11. Compile, maintain, file, and secure all reports, records, and other required documents.

## **Other:**

12. Develop and deliver training for district and campus test administrators to ensure that tests are conducted and procedures are consistently followed.
13. Organize logistics for scheduling and conducting all campus testing including distribution, and security.
14. Performs any and all duties as assigned.
15. Successfully advances district initiatives.

## **Supervisory Responsibilities:**

Direct the work of district and campus test administrators and others assigned to conduct tests.

## **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_