



Job Title: District Testing Coordinator

Exemption Status/Test: Exempt/Administrator

Reports to: Director of RAAD

Date Revised: October 23, 2015

Dept. /School: Research, Assessment & Accountability

Primary Purpose:

To facilitate the implementation of the state assessment program, including the coordination of training, materials, district-level support, and investigations. To ensure the security of state assessment materials and results. Collaborate with district staff and outside personnel to formulate, develop, implement, and evaluate assessment programs.

Qualifications:

Education/Certification:

- Master's degree in education from an approved educational institution
- Valid Texas teacher certificate
- Valid Texas Mid-Management or other appropriate Texas administrative certificate

Experience:

- Three (3) years successful teaching experience in public schools
- Three (3) years successful experience with state assessment programs at the campus/district level, preferred

Special Knowledge/Skills:

- Working knowledge of curriculum and instruction
- Working knowledge of testing rules and regulations
- Ability to coordinate testing with campus personnel
- Advanced computer and technology skills
- Ability to interpret policy, procedures, and data
- Experience in conducting staff development and/or training
- Strong organizational, communication, leadership, and interpersonal skills
- Ability to work well with a diverse population

Major Responsibilities and Duties:

Assessment Program Management

1. Monitor state and federal regulations regarding to state and federal assessment programs (e.g., STAAR, TAKS, TELPAS, NAEP, etc.).
2. Coordinate state and federal assessment programs including ordering materials, pre-registering students (when available), and managing distribution and collection of secure and non-secure testing materials.
3. Ensure data integrity as related to state and federal testing systems, including transmission of student registration files, receipt of student result data files, and transferring assessment result files to appropriate data systems (e.g., Skyward, Schoolnet, etc.).

4. Train campus testing coordinators and district staff on procedures and guidelines of the Texas State Assessment Program, including materials management, confidentiality, and test security.
5. Monitor additional Rater training required for specialized assessments (e.g., STAAR Alt 2, TELPAS) and determine process of certification record maintenance.
6. Collaborate with other departments in order to ensure the successful implementation of the state assessment program for specialized student groups (e.g., ELL, SPED, etc.) that may require accommodations, modifications, etc.
7. Maintain processes for state and federal testing irregularity and incident reporting that include investigations as warranted and/or directed by district, state, or federal officials.
8. Advise RAAD Director and other stakeholders of student assessment results and campus/district assessment performance.
9. Provide assistance to campus/district leadership to support data disaggregation and analysis associated with state and federal assessment programs.
10. Provide resources and materials to support campus/district staff in accomplishing student assessment goals, including use of quality tools, charts, surveys, quantitative/qualitative analysis, and research-based solutions for reports.
11. Obtain and use evaluative findings, including student performance data, to examine curriculum and instructional program effectiveness to improve student performance.
12. Serve as liaison between school/district and other agencies related to state and federal assessment programs.
13. Consult with parents, administrators, counselors, teachers, community agencies and other relevant individuals regarding state and federal student assessment programs.

Policy, Reports, and Law Responsibilities

14. Compile, maintain, and file all assessment reports, records, and other documents required, including mandatory reports to state and federal agencies.
15. Comply with policies established by state and federal law, State Board of Education rule, and local school board policy.
16. Monitor state and federal legislative processes for potential impact on assessment and accountability systems.

Additional Responsibilities

17. Articulate the district's mission, instructional philosophy and curriculum implementation strategies to the community and solicit its support in realizing the district's mission.
18. Use effective communication skills to present information accurately and clearly.
19. Respond in an efficient and timely manner to directives, tasks, or projects assigned by the superintendent, deputy superintendent(s), assistant superintendent(s), or Director of Research, Assessment & Accountability.

Supervisory Responsibilities:

- Supervise work of RAAD Testing Warehouse Distributor to ensure timely distribution of state and federal assessment materials.
- Supervise work of RAAD Assessment Specialist to support successful implementation of state and federal assessment programs, including interpretation of assessment results.
- Supervise access and use of state-provided web-based systems (e.g., TAMS, TOMS, etc.) for monitoring state and federal assessment programs by campus and district staff.

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; routine statewide travel; some late hours

Mental Demands: Work with frequent interruptions; coordinate multi-tasks; maintain emotional control under stress; maintain confidentiality as required by FERPA

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.