

**District Testing Program Coordinator  
New Hanover County Schools**

**Job Description**

**Class: Certified**

**Dept: Instruction and Academic Accountability**

**TITLE: District Testing Program Coordinator**

- QUALIFICATIONS:**
1. Bachelor's degree in education or related field.
  2. At least three years experience in a testing-related environment.
  3. Other qualifications as the superintendent and Board may determine appropriate.

**REPORTS TO:** Director of Testing and Accountability

**JOB GOAL:** To assist the Director with the implementation of required state and local assessments for all New Hanover County Schools.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to department issues.
2. Assist Director in planning and implementing training for school-based testing coordinators.
3. Provide day-to-day support for school testing coordinators with duties/responsibilities related to the state testing program, the implementation of state and local tests, and provide technical support for online testing management systems.
4. Monitor the Testing News Network (TNN) daily for notices regarding updates/changes in policies, procedures, and programs.
5. Develop and maintain a district-wide test materials check-out/check-in system that is consistent with state test security policies.
6. Manage all aspects of the state online test materials ordering system, including print orders and test materials with special modifications.
7. Develop and manage department webpages.

8. Install and update all testing software/hardware, manage equipment maintenance, and collaborate with the district technology department to troubleshoot technical issues.
9. Set up and maintain all online testing management systems and continually monitor for accuracy.
10. Follow state procedures regarding securing, storing, and destroying testing materials.
11. Assist Director in attending monthly regional accountability coordinator (RAC) trainings/webinars to obtain critical information about upcoming tests.
12. Maintain and improve professional competence. Participate in the development and support of the broad district/department vision.
13. Perform related duties and responsibilities as required by the Director.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** SA I

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Knowledge of instructional and assessment practices and procedures.
- Considerable knowledge of computers and computer-based management systems, including Microsoft Office Professional software, and online management systems.
- Ability to design, develop and implement short term and long term projects.
- Ability to manage multiple tasks.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.