

Position: Elementary Testing Coordinator
Level: Elementary
Type: District Necessity

Minimum Requirements:

- NCSD Employee

Required Knowledge, Skills & Abilities:

- District, state, national testing administration guidelines
- Understanding child growth and development
- Effectively communicating with both students and adults
- Providing training for testing administrators

Responsibilities:

- Planning for daily/weekly time spent with testing administrators
- Ongoing and updated communication with testing administrators and families
- Working directly with school administrator
- Implementing changes from state or federal requirements
- Scheduling events and reserving facilities
- Handing out, collecting and monitoring paperwork throughout the school year
- Maintaining an updated inventory of equipment (computers, headphones, testing materials, etc)
- Distributing and posting schedules
- In collaboration with school administration, establish staff trainings, testing dates, testing location(s), staffing and routines
- Knowledge of test administration manual (TAM) and Oregon Accessibility Manual
- Ensuring testing locations and technology are prepared with needed equipment, software, appropriate posted content, adequate spacing, etc.
- Training all personnel who will be in any testing environment (teachers, administrators, IAs)
- Create and publish testing schedules in advance
- Communicate to staff on expectations of who can be in a testing environment and who may not.
- Provide training and monitor designated supports and accommodations with teachers.
- Monitor testing throughout the scheduled windows and remain a resource to colleagues for problem solving.

Equipment & Facilities:

- Maintaining an updated inventory of equipment (computers, headphones, testing materials, etc)
- Approve testing environments or alter them to meet expectations
- Scheduling and reserving appropriate spaces

Total number of events:

- 3-5 staff trainings