

Birmingham Community Charter High School

Testing Coordinator

Title: Testing Coordinator
FLSA Status: Exempt
Reports to: Administrative Director
Supervises: N/A

DEFINITION:

Under the direction of the Administrative Director of testing and assessment, the Testing Coordinator will prepare for and conduct all school wide state mandated and internal/benchmark test administrations. The Testing Coordinator will also coordinate and conduct language proficiency testing for identification of newcomer English learner students and for determination of annual progress toward English proficiency for all English learners.

ESSENTIAL FUNCTIONS:

SERVICE OBJECTIVES:

- Consistently adhere to objectives of assigned services, with emphasis on meeting deadlines
- Maintain consistent communications with the administrative team, out-of-classroom staff, faculty, governance committees, parents and students to achieve assignment objectives
- Conduct staff and student testing and data needs surveys related to achievement of assigned service objectives as appropriate
- Maintain testing debrief notes for future reference following each test administration

PREPARATION AND PLANNING:

- Attend all testing workshops and trainings made available by vendors and state reporting agencies
- Attend all webcasts on testing administration procedures
- Establish and maintain testing project calendars
- Continue to develop time-management, communication, consulting, and technology-related skills by reading professional journals and attending professional workshops, conferences, university classes

TESTING:

- Create and manage PSAT, SBAC, CAST, CAA and Initial and Summative ELPAC testing administration configurations
- Create and manage all test scores, reports and data in the student information system
- Assign all enrolled students to appropriate homeroom sections/testing arena locations based on testing timelines and state guidelines
- Organize, coordinate and train teachers/test proctors/clerks/IT in necessary testing protocols and security procedures
- Coordinate and assign teachers and other clerical staff members during test administration periods
- Communicate and post student and staff assignments for use by the faculty, students, and administrative team
- Prepare for and conduct all school wide state mandated test administrations:
 - CAASPP, SBAC, CAST, CAA, ELPAC, PFT including pre-ID file creation
 - Test preparation for scoring submission
 - Testing location/homeroom organization/maintenance
 - teacher proctoring assignments
 - draft and propose special testing bell schedules for administrative approval
 - prepare test prep materials for teachers, students and staff
 - coordinate student awards and incentives

- plan and facilitate period-by-period faculty meetings
- prepare testing instructions scripts
- oversee troubleshooting and dispatch during testing period
- ensure accurate test attendance recordkeeping and reporting
- schedule and conduct test make-ups
- meet all deadlines for test materials counts
- order, store, organize, and distribute test materials as required by the CDE
- complete secured destruction or returns
- organize score reports mailings
- determine and complete Accountability Unit data corrections and score report corrections
- document all test security incidents and report to STAIRS as required
- Keep abreast of all CAASPP Student Accessibility Resources:
 - Review Matrix One, Two and Three for student accessibility updates
 - Coordinate with Special Education Administrator/Coordinator to identify:
 - Students on an alternate curriculum who must take the CAA
 - Accommodations and designated supports for students disabilities
 - Prepare Student Test Settings Profile for students with disabilities
 - Manage Student Test Assignment Profiles on TOMS
- Prepare PFT results spreadsheets for student programming by the P.E. Department and Counseling Office
- Distribute test prep materials to students and teachers such as Official PSAT/NMSQT Student Guides, etc.
- Supervise/conduct Initial ELPAC test administration and scoring
- Present on testing purposes and procedures at faculty, departmental, parent meetings

DATA MANAGEMENT & DATA USE SUPPORT:

- Collect, upload, archive, correct, update school wide student achievement data in student information system
- Configure and manage student testing calendar
- Assist and support all instructional departments to develop and conduct formative assessments and report results on school's data system
- Assist and support all instructional departments with summative and formative data analysis.
- Respond to requests from staff, parents, and other schools for student test data
- Present on use of student data at faculty, departmental, and parent meetings
- Identify and provide for individual differences and needs among students and groups of students through data analysis
- Identify and provide for differences in goals and needs among instructional departments and out-of-classroom staff

ABILITY TO:

- Plan, organize, coordinate and implement test administrations and training activities
- Prepare and deliver oral presentations
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning related to test preparation
- Demonstrate oral and written communication skills
- Demonstrate strong Interpersonal skills including tact, patience, and empathy
- Operate a computer and assigned software including word, excel and power point

EDUCATION:

Required:

The applicant must:

- hold a valid California Teaching Credential