White Settlement ISD

Campus Testing Coordinator

Job Title: Campus Testing Coordinator

Exemption Status: Exempt

Reports to: Campus Principal

Contract: 10 Month

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

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 preferred

Major Responsibilities and Duties:

Testing

1. 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 administrators.

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.

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 assessment 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. 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. Contribute to the development and delivery of training for district and campus test administrators to ensure that tests are conducted and procedures are consistently followed.

13. Follow district safety protocols and emergency procedures.

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

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Employee _____ Date _____