

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****TESTING ORGANIZER****JOB GOALS**

To coordinate the administration of student testing excluding state-mandated testing.

**QUALIFICATIONS**

1. New Jersey Educational Services Certificate and Student Personnel Services endorsement.
2. Broad knowledge of national testing instruments.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. Conducts an annual inventory of testing materials and equipment to determine needs.
2. Check in and maintain security of ordered testing materials.
3. Set up rosters, student accommodations, rooms and proctors for testing.
4. Works collaboratively with building principal or designee in the scheduling of testing.
5. Coordinates testing programs and activities within the district, under the direction of the principal or designee.
6. Conducts testing training meeting as needed.
7. Packages and returns all testing materials to the company.
8. Perform other related duties as may be assigned.

**ESSENTIAL SKILLS/ABILITIES**

1. High integrity and ethical standards.
2. Excellent verbal and written communication skills.
3. Excellent interpersonal skills with the proven ability to maintain professionalism and tact in high-stress situations.
4. Creative analytical and problem-solving skills.
5. Ability to effectively manage time while being responsive to changing priorities.
6. Proficiency with technology resources.
7. Ability to traverse school facility and grounds.

**REPORTS TO**

Principal or designee.

**TERMS OF EMPLOYMENT**

Set by Board of Education.

**EVALUATION**

By Principal or designee.

\*This job description is subject to change at any time.

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APPROVED BY: **Cumberland Regional Board of Education**

DATED: **July 28, 2022**