



**Job Title:** District Testing Coordinator  
for State and Local Assessments

**Exemption Status:** Exempt

**Reports to:** Deputy Superintendent

**Code:**

**Dept./School:** Administration Office

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### **Primary Purpose:**

Coordinate the administration of state mandated and local assessments for all MISD campuses. Performs a wide variety of state and local assessment mandated functions to maintain accurate records required for testing and accountability. Works with various departments to ensure smooth online testing for all MISD students.

### **Qualifications:**

#### **Education/Certification:**

Master's degree in educational leadership, curriculum & instruction, or counseling  
Valid Texas certificate in Administration

#### **Special Knowledge/Skills:**

Knowledge of state and federal accountability systems  
Expertise managing, supervising, and/or coordinating state and interim assessment programs  
Advanced knowledge or training in computer applications, including spreadsheets, databases, word processing, web-based programs, and statistical analysis software  
Experience navigating online programs for state, interim and formative assessments, including Cambium, MAP, MAP Reading Fluency, iXL, mClass, etc.

#### **Experience:**

Three years successful classroom teaching experience  
Five years experience with Texas state assessment and accountability systems preferred  
Demonstrated experience managing, analyzing, and reporting data to inform decision-making

### **Major Responsibilities and Duties:**

#### **State/National Assessment Administration**

1. Supervise the administration of the following tests:
  - STAAR 3-8
  - STAAR Alternate
  - STAAR EOC
  - EOC Alternate
  - TELPAS
  - TELPAS Alternate
  - Interim Assessments
  - NAEP

2. Generate, prep, and submit the required student registration files to various testing vendors
3. Coordinate, prepare, implement, and conduct staff development activities in state and interim assessment procedures
4. Supervise the logistics of testing, including the campus testing process, and the ordering, processing, and delivery of materials.
5. Maintain test security and confidentiality with integrity of state assessment instruments as mandated by the Texas Education Agency
6. Develop and communicate testing systems and processes to various stakeholders as appropriate.
7. Review and resolve testing irregularities in Cambium's Test Information Delivery Engine (TIDE)
8. Review and submit all required accommodation requests to TEA
9. Serve as liaison between TEA and district personnel in assessment related matters
10. Provide campus coordinators with required training before the administration of each test and serve as consultant before, during, and after testing cycles
11. Investigate, prepare, and submit required testing irregularity reports and pertinent supporting documentations in Cambium and to Texas Education Agency in a timely manner
12. Work with campus administrators to improve test administration procedures and logistical practices as needed
13. Comply with policies established by federal and state law, State Board of Education rules, and local board policy.

#### **NWEA MAP Test and District Assessments**

14. Accurately roster and update student lists for each test window.
15. Schedule and conduct trainings for Measures of Academic Progress (MAP) & Local Assessments.
16. Train district staff and campus administrators to implement MAP, local and formative assessments, and to interpret student data generated from these assessments.
17. Assist campus administrators with the use of local assessment management systems.

#### **Date Analysis, Interpretation, and Reporting**

18. Provide local and state testing data to district and campus staff to assist in academic goal setting and accountability efforts; summarize data into formal reports for TEA, district administrators, principals, and content area coordinators.
19. Identify district and campus strengths and weaknesses through analyses of state assessment data
20. Serve as primary manager of data reports and files for state and local assessments.

21. Plan, analyze, and generate district and campus-level testing performance reports.

#### **State and National Accountability Standards**

22. Assist with preparing data tables for presentation to school board
23. Assist with training district staff and campus principals on details of accountability systems
24. Assist with preparing and submitting accountability rating appeals, as needed

#### **District Strategic Planning**

25. Assist with data collection and procedures for measuring district strategic planning goals related to Balanced Scorecard.

#### **Professional Development**

26. Participate in training sessions required by TEA and attend region- and state-level conferences to maintain knowledge of compliance requirements pertaining to assessment & accountability
27. Collaborate with other departments as needed

#### **Other**

28. Other duties as assigned

#### **Supervisory Responsibilities:**

None

#### **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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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.