JOB DESCRIPTION
Campbell County School District
Testing Coordinator

Job Summary

Position is responsible for working with school administrators and teachers in the use of assessment data. The purpose of data assessment is student academic improvement and coordinating all state and local testing activities.

Qualifications

- Current valid educator license with endorsement in Administration and Supervision.
- Strong written, verbal, interpersonal and technology skills to successfully fulfill the responsibilities of the job.
- Adaptability to perform a variety of tasks simultaneously.

Essential Duties

- Manage all requirements for testing dates and testing site registrations.
- Order and ensure proper security and count of all required testing materials.
- Prepare shipment of materials (count; sort; make copies of rosters; irregularity reports, and test room reports for record storage; file; pack; deliver to main office or shipping location).
- Train all staff as required regarding testing requirements and maintain records regarding test administrator certifications.
- Manage and upload all student data as it applies to testing.
- Ensure all regulation requirements regarding test accommodations are met.
- Performs other duties as assigned by the Director of Schools.

The job description is not solely limited to the duties listed. The employee will be required to follow any other instructions and related duties assigned by the Director of Schools. Campbell County Schools reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have read the job description for Testing Coordinator.

Name (Print) Signature Date