



Position Title: **Testing Coordinator**

Department: Building

Reports To: Principal

SUMMARY: This position is responsible for assisting in the operational management of testing and assessment at the building level. The position is responsible for clerical functions associated with preparing, coding, data entry, and submitting testing materials and results, as well as a variety of other support functions, including training, related to testing.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Works in close association with the principal, instructional coaches, teachers and the Director of Federal Programs and School Improvement
2. Maintains records related to student achievement and testing
3. Creates reports as required for use by instructional teams
4. Performs clerical and data entry functions related to assessment at the building level, including but not limited to preparing and organizing the materials needed for testing
5. Creates testing schedule as approved by supervisor and communicates and implements the schedule independently to assure testing is accomplished within prescribed time frames
6. Creates schedules for make up tests for students and implements the schedule as approved by supervisor
7. Coordinates testing locations and is responsible for assuring labs are set up and functional for student testing
8. Troubleshoots equipment and technology issues with the assistance of the technology department
9. Attends trainings needed to assure skills related to all aspects of testing, including technical and production skills remain up-to-date
10. Remains current on the use of student enrollment and tracking systems
11. Supervises and manages students during testing situations according to testing and school protocols
12. Correspond with district staff via email
13. May be asked to translate, if applicable
14. Maintain regular on-time attendance
15. Performs other duties consistent with the position

SUPERVISORY RESPONSIBILITIES: Supervises students during testing situations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed

below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); previous experience with students, especially those with learning challenges. Must meet federal No Child Left Behind qualifications.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos at or above the 10th grade level. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to work with students with mild to severe learning, physical, or behavioral limitations. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee may regularly lift up to 50 lbs and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. The employee must be able to handle the stress and frustration associated with non-compliant students.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date