

Job Title: Coordinator Assessment **Wage/Hour Status:** Exempt
Reports to: Director Accountability and Assessment **Pay Grade:** 105
Dept. /School: Strategic Planning, Analytics, Accountability **Date Revised:** November 01, 2024

Primary Purpose

Coordinate all aspects of test administration, test security compliance, training and support, distribution/collection of test material, and reporting of test results.

Qualifications

Education/Certification

Master's Degree
Valid Texas Teaching Certificate

Special Knowledge/Skills

- Knowledge of personal computers, web-based computer applications, and state and local student management systems
- Strong organizational, communication, presentation, and interpersonal skills
- Knowledge of statewide and local assessments
- Knowledge of appropriate test administration procedures, confidentiality of student data, and test security
- Ability to manage multiple short- and long-term multiple projects simultaneously
- Ability to provide exceptional customer service to end users

Experience

Three (3) years teaching experience
Three (3) years campus test coordinating experience

Major Responsibilities and Duties

1. Coordinate implementation and administration of state, local, and Credit by Exam assessments.
2. Assist with preparation and submission of data files for all state, local, and Credit by Exam assessments, to include working with District/state databases and campuses to ensure information is accurate.
3. Assist with implementation of state, local, and Credit by Exam assessment programs including reports, ordering materials, inventory, test security, and preparation/distribution/collection of test material.
4. Prepare and present training information, using a variety of mediums, for district and campus personnel for all testing initiatives.
5. Work with Staff Development to create training courses, submit training materials, verify accuracy of information submitted prior to publication, and monitor course completion by district/campus staff.
6. Coordinate with various departments/agencies to provide support to campuses for testing.
7. Assist in dissemination of information regarding test results, data corrections, electronic record edits, and historical file maintenance.
8. Assist with preparation of correspondence concerning test administrations and results.
9. Coordinate communication with District warehouse on delivery and distribution of testing materials to campuses.
10. Assist with sorting and re-labeling of test materials at warehouse for distribution to schools.
11. Assist with investigation/reporting of testing irregularities.
12. Provide courteous, professional, accurate, timely information to campus and District staff in support of state, local, and Credit by Exam testing.
13. Conduct campus check-ins prior to state, local, and Credit by Exam testing to provide support to campus test coordinator and campus administrative teams.

14. Provide one-to-one/small group supplemental support to monitor and reinforce knowledge and skills of Campus Test Coordinators and campus support team members related to state, local, and Credit by Exam assessments, and to ensure compliance with state and Assessment Office procedures.
15. Maintain knowledge of Texas Education Agency (TEA) and state testing vendor training materials and resources, such as the District Campus Coordinator Resources and materials in the Texas Learning Management System (LMS).
16. Monitor and annually survey Campus Testing Coordinators to ensure utilization of the tools being provided by the Assessment to support training, schedule test proctors and students, and track test materials.
17. Utilize project management software to document, track and monitor completion of projects and make necessary adjustments to improve performance and efficiency.
18. Annually evaluate customer support and campus needs as it relates to state, local, and Credit by Exam testing information.
19. Annually evaluate department processes and procedures to improve effectiveness.
20. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours. Occasional travel within the district and state. Prolonged use of the computer; repetitive hand motions. Stooping, bending, kneeling; frequent lifting and carrying boxes of test material that weigh 10-35 lbs.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230-2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.