

Job Title: High School Testing Coordinator

Wage/Hour Status: Daily, Exempt

Reports to: Principal

Pay Grade: TBA

Dept. School: Assigned Campus

Date Revised: June 14, 2021

Primary Purpose

Support district level implementation of the aspects of state testing and other district mandated testing, as assigned at the campus level.

Qualifications**Education/Certification**

Bachelor's Degree from an accredited university
Valid Texas Teacher Certificate

Special Knowledge/Skills

- Knowledge of state testing procedures and requirements
- Knowledge of district testing programs
- Strong organizational, oral/written communication, training/presentation, and interpersonal skills

Experience

Three (3) years teaching experience

Major Responsibilities and Duties

1. Priority will be given to State testing and training dates as scheduled by the Assessment Office; requests from campus staff or other departments will be secondary to the testing and training dates.
2. Implement and comply with testing instructions, guidance, policy, and procedures from the State, District Assessment Office, and other District departments.
3. Report, to District Test Coordinator, incidents, irregularities, and concerns related to state testing in accordance with state and district policy, and submit the required reports through the District reporting process.
4. Attend mandatory training provided by the District Assessment Office and other District departments related to state testing, other assigned duties, and routinely use that information to train relevant campus staff.
5. Work with campus Administration to identify and assemble a team to support State testing.
6. Accurately track student enrollment and obtains test eligibility to include test history, course completion and origin of credits awarded, and ARD, 504, LPAC decisions, and testing accommodations.
7. Schedule and coordinate aspects of campus testing logistics to include: supplies, room assignments, test administrators, campus monitors, technology, testing groups, material controls, lunches, and communicate to eligible testers/parents/guardians of the test dates, times, and locations.
8. Implement campus student round up and make-up plans, developed in conjunction with campus administration.
9. Coordinate reporting of test results to school community and verify test results received for students who tested.
10. 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 and district-wide travel. Prolonged use of the computer; repetitive hand motions. Stooping, bending, and kneeling; moderate lifting and carrying boxes of test material that weigh up to 30 lbs.

Terms of Employment

190 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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.