

Job Title: Middle School Testing Coordinator/Teacher **Wage/Hour Status:** Exempt
Reports to: Campus Principal **Pay Grade:** TBA
Dept/School: Assigned Campus **Date Revised:** February 15, 2022

Primary Purpose

Assist the campus administration with test administration, test security and test reporting.

Qualifications

Education/Certification

Bachelor's Degree
Valid Texas Teacher Certification

Special Knowledge/Skills

- Strong organizational, communication, presentation, and interpersonal skills
- Mastery of the competencies of reading, writing, and speaking
- Knowledge of testing requirements

Experience

Three (3) years teaching experience

Major Responsibilities and Duties

1. Schedule testing program at the campuses to include room assignments and teacher training.
2. Coordinate reporting of test results.
3. Inventory, store, order, and distribute test materials.
4. Oversee the details of campus-wide testing days to include lunches, attendance, extended time, etc.
5. Work closely with Campus Administrative Team and Instructional Coaches to coordinate the aspects of assigned testing programs.
 - State – STAAR, STAAR Alternate 2, TELPAS, TELPAS Alternative
 - PSAT
 - Benchmarks/Mocks
 - CBE
6. Perform other assigned duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; 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.

Terms of Employment

187 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: _____

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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.