

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Testing Coordinator
Job Description

Reports to: Principal
Term: 226 Days
Status: Exempt

Primary Purpose:

Implement state and federally mandated student assessment programs for the campus. Ensure security and integrity of testing materials and data in accordance with state and federal requirements. Observe and report testing accountability standards related to state and federal requirements.

Qualifications:

Education/Certification:

Master's degree from an accredited college or university (Instructional Leadership preferred)
Valid Texas teacher certificate (Principal or Mid-Management certificate preferred)
Certified T-TESS appraiser or willing to obtain

Special Knowledge/Skills:

Knowledge of the state testing program and accountability system
Ability to use student test data systems
Ability to perform statistical analysis
Ability to develop and deliver training to adult learners
Excellent organizational, communication, and interpersonal skills
Ability to use personal computer and software programs to collect, report, and present data and test related information
Knowledge of CCMR tracker and reporting

Experience:

3 years teaching experience

Major Responsibilities and Duties:

Testing

1. Develop and implement procedures for ensuring security and confidentiality of state-mandated testing programs and other assessments. Direct and oversee test implementation and monitor testing activities to ensure that procedures are followed and deadlines met.
2. Provide timely support for testing administrators.
3. Consult with staff to provide appropriate testing accommodation for Limited English Proficient (LEP) students and students receiving special services.
4. Identify, investigate, and address testing irregularities. Report discrepancies and disciplinary actions taken against students as required.
5. Administer EOC, TELPAS, TSI, and SAT/ACT testing.

Textbook Coordinator Responsibilities:

6. Receive and inventory instructional materials as they are delivered to the campus.
7. Distribute requested instructional materials to teachers.
8. Utilize TipWeb system to inventory instructional materials.
9. Arrange for the disposal of adoption textbook from campus inventory.

Analysis and Collaboration

10. Develop and distribute statistical studies, analysis, and evaluation reports as required.
11. Work with instructional teams to analyze test data and develop student achievement goals and objectives.
12. Consult with district staff to develop, administer, and interpret evaluation guidelines and procedures.

School/Organizational Improvement

13. Commit to prepare students for their future by building relationships, promote learning that is rigorous and relevant, and develop each student's unique talents and skills.
14. Participate in development of campus improvement plans with staff, parents, and community members.
15. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.

Recordkeeping, Reporting, and Inventory

16. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
17. Complete evaluation and compliance reports as required by federal and state programs.
18. Utilize Test-hound to develop, implement, and maintain an inventory system to track and monitor location of test materials throughout the distribution, return and storage process.
19. Compile, maintain, file, and secure all reports, records, and other required documents.

Professional Growth and Development

20. Participate in professional development to improve skills related to job assignment.

Other

21. Develop and deliver training for campus test administrators to ensure that tests are conducted and procedures are consistently followed.
22. Organize logistics for scheduling and conducting all testing in the district including staffing, distribution, and security.
23. Serve as the second appraiser for TTESS.

Supervisory Responsibilities:

Direct the work of campus test administrators and others assigned to conduct tests.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____