

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: High School Testing Coordinator

Wage/Hour Status: Exempt

Reports to: High School Principal

Admin/Prof Pay Grade:104 (207 Days)

Dept./School: Central Administration Office

Date Revised: 09/16/2022

Primary Purpose:

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

Qualifications:

Education/Certification:

Master's degree from an accredited college or 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
Strong skills with the student data management systems, MS Excel, MS PowerPoint, and MS Word
Familiarity with Testing Center website resources
Bilingual, preferred

Experience:

Three years experience in education

Major Responsibilities and Duties:

Testing

1. Direct testing services to meet students' needs.
2. Facilitate the use of technology in the testing process.
3. Serve as a resource person in testing services to campus.
4. Provide for two-way communication with principals, teachers, staff, and parents.
5. Keep the principal informed on the testing affairs of the campus.
6. Contribute to the recommendations of sound policies directed toward program improvement.
7. Receives and implements testing instructions, guidance, policy, and updates from the Assessment and Accountability Department.
8. Obtains in depth knowledge and understanding of all state and district testing manuals, procedures, policies, and updates.

9. Reports to Principal and Director of Assessment and Accountability, compliance of testing procedures, results, incidents, irregularities, concerns, and communications in accordance with state and district policy.
10. Attends and actively participates in all mandatory training provided by the Assessment and Accountability Department related to state testing, and routinely uses that information to train all relevant campus staff.
11. Follows all state and local testing procedures and meets all district mandated deadlines.
12. Coordinate and prepare state testing materials while overseeing summer testing during the summer assessment week.
13. Submits all required information pertaining to state and local processes and procedures, to include but not limited to, corrective action plan items, database updates, research data.
14. Reports participation counts of eligible first-time testers and re-testers prior to each administration.
15. Receives and ensures all test material is properly inventoried, secured, and stored with limited authorized access.
16. Identifies and accurately orders additional test materials.
17. Maintain databases and files as assigned by the Principal and Director of Assessment & Accountability.
18. Schedules and coordinates all campus logistics to include: supplies, room assignments, test administrators, campus monitors, technology, testing groups, material controls, and communicates to eligible testers/parents/guardians of the test dates, times, and locations.
19. Prepares all test materials for all eligible testers, including accommodations for special populations.
20. Implements campus student round up plan, for students who have not reported to their assigned testing room, as developed in conjunction with campus administration.
21. Coordinates with Attendance Clerk the collection and validation of student attendances on test days.
22. Implements campus makeup testing plan as developed in conjunction with campus administration and Director of Assessment & Accountability.
23. Inventories, secures and prepares testing materials, as instructed, for return.
24. Receives and verifies test results, provides labels of test results to the Registrar, and coordinates dissemination of results to parents/students in accordance with state and/or district deadlines.
25. Works with campus Administrators, ARD, 504, and LPAC Administrators, Counselors, Registrar, Attendance Clerk, Cafeteria Manager, Head Custodian and Campus Security to gather accurate testing data, coordinate all aspects of state test administration and provide an appropriate testing environment.
26. Assists Director of Assessment & Accountability with collection and preparation of all district testing materials for delivery and shipment.
27. Supports district and local testing initiatives.

Other

28. Follow District safety protocols and emergency procedures.

29. Perform other duties as assigned.

Supervisory Responsibilities:

None

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 lifting and carrying (up to 50 pounds)

Environment: Frequent districtwide travel; occasional statewide travel; occasional prolonged and irregular hours.

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.