

Program Director of Testing

Job Description



Job Title:	Program Director of Testing	FSLA:	Exempt
Reports to:	Director of Testing	Pay Grade:	Admin/Prof 6
Dept. /School:	Office of Accountability, Assessment, and Analytics Donaldson Administration Building	Calendar Days:	226
Contract:	Probationary/Term	Revised:	3.2.2026

Primary Purpose

The Program Director of Testing plans, coordinates, and oversees the implementation of district and state assessment programs to ensure compliance with state requirements and alignment with district goals. The position supports multiple annual assessment cycles, strengthens processes for timely data collection and analysis, and collaborates across departments to promote effective communication, data-driven decision-making, and improved student outcomes.

Qualifications

Education/Certification:

- Master's degree in educational administration or a field appropriate to assignment from an accredited college or university
- Valid Texas Mid-Management or Principal Certification or out of state equivalent certification and the ability to obtain Texas Certification

Special Knowledge/Skills:

- Knowledge of the state testing program
- Knowledge of local assessment program, specifically the administration of universal screeners
- Ability to use student test data systems
- Ability to use personal computer and software programs to collect, report, and present data and test related information
- Ability to work with databases and online web applications and tools
- Ability to develop and deliver training to adult learners
- Excellent organizational, communication, and interpersonal skills

Experience:

- Minimum three (3) years successful teaching experience
- Campus leadership experience preferred
- State testing program experience preferred

Major Responsibilities and Duties

Assessment Program Administration

1. Coordinate the accurate, ethical, and secure administration of all state-mandated assessments and district assessment programs
2. Support the transition to multiple annual state testing administrations and ensure district readiness for upcoming assessment program changes
3. Coordinate planning and logistics for each assessment administration, including campus logistics, seating charts, testing plans, and documentation requirements

Program Director of Testing

Job Description



4. Maintain testing platforms and registration systems (e.g., TIDE) including student entry, withdrawal, and demographic verification
5. Verify demographic and accountability data across district systems to ensure accuracy and alignment with state testing systems
6. Coordinate receipt, distribution, tracking, and return of testing materials while maintaining chain-of-custody procedures
7. Coordinate all state, district, and local assessments—including STAAR, EOC, TELPAS, MAP, Student Success Tool, and other required tests

Training and Compliance

8. Develop and deliver training for campus Assessment Data Specialists (ADS), district staff, Special Education staff, and Multilingual staff prior to each testing administration
9. Train staff on testing platforms, testing procedures, security requirements, accommodations, and data protocols
10. Ensure compliance with all state testing requirements including HB1416 documentation and security procedures
11. Collect and maintain required testing security oaths from all staff involved in test administration
12. Provide guidance on testing accommodations and coordinate the verification of accommodations prior to each testing administration

Documentation, Monitoring, and Accountability

13. Monitor and verify required testing documentation to ensure compliance with state requirements
14. Review and submit testing irregularities and ensure required documentation is complete and accurate
15. Maintain documentation and records for all testing administrations in accordance with state retention requirements
16. Manage documentation related to HB1416 requirements, including Accelerated Education Plans (AEP) and Accelerated Instruction (AI) monitoring
17. Monitor and review Accelerated Instruction minutes using district data systems

Data Management and Reporting

18. Coordinate the collection, review, and submission of testing data files to vendors and state agencies
19. Verify accuracy of data files prior to submission and support rescore requests when applicable
20. Develop and implement data protocols to support new assessment formats and reporting structures
21. Collaborate with district departments to analyze assessment results and produce reports to support instructional decision-making
22. Provide training on data interpretation and reporting tools

Program Director of Testing

Job Description



Collaboration and Communication

23. Collaborate with district departments including Special Education, Multilingual, Technology, and Accountability to support testing administration and compliance
24. Participate in regional and statewide assessment networks and professional organizations, including TASI, BRATS, TSNAP Connects, and the Texas Assessment Conference
25. Communicate regularly with district leadership and campus administrators regarding assessment procedures, timelines, and requirements

Other Duties

26. Coordinate Credit by Exam administration and reporting
27. Support data reporting and analysis for district accountability systems
28. Assist with district training sessions for data systems and assessment reporting tools
29. Organize and maintain annual testing documentation and archives, including destruction of records after the required retention period
30. Collaborate with district teams on processes related to Teacher Incentive Allotment (TIA) data and reporting
31. Performs other duties as assigned by the Director of Testing

Supervisory Responsibilities

Supervision of assigned staff

Evaluation

The Program Director of Testing evaluation is a responsibility resting with the Director of Testing. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

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 including frequent keyboarding and use of mouse; occasional reaching

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

Environment: May work prolonged or irregular hours; occasional districtwide 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.