



Crandall Independent School District

Job Description

Job Title: HS Campus Testing Coordinator
Reports To: Principal/District Testing Coordinator
Dept./School: Assigned Campus

Wage/Hour Status: Exempt
Date Revised: March 31, 2026

Primary Purpose:

Provide leadership to maximize student achievement and campus accountability ratings by overseeing the flawless execution of the Texas Assessment Program and transforming raw assessment data into actionable instructional strategies. May be expected to support Texas Essential Knowledge and Skills (TEKS) internalization, model effective co-teaching practices, and translate data into actionable strategies to reduce the number of at-risk students. Responsible for the effective implementation of Section 504 (including dyslexia and homebound) while supporting students, parents, and staff in identifying needs and developing appropriate 504 plans.

Qualifications:

Education/Certification:

Valid Texas teaching certificate through Texas Education Agency
Bachelor's degree from an accredited college or university
Master's degree, preferred

Special Knowledge/Skills:

Strong knowledge of Section 504 laws and procedures, student needs (academic, emotional, health, dyslexia, homebound), and effective interventions with progress monitoring.
Knowledge of the state testing program and accountability system
Excellent organizational, communication and interpersonal skills
Ability to work effectively in a collaborative team environment
Ability to develop and evaluate programs and program effectiveness
Experience working with Skyward, Eduphoria, College Board, SAT, Accuplacer, OnDataSuite, state and national assessment platforms

Experience:

Three (3) years of teaching experience with a proven track record of high student growth

Major Responsibilities and Duties:

Basic Functions

1. Designate and train teachers to be proficient test administrators on test administration procedures and testing security and confidentiality.
2. Monitor and maintain the security and integrity of all secure materials.

3. Be accountable for all secure test materials received and shipped to and from the campus.
4. Ensure all testing areas are properly set up according to established guidelines.
5. Coordinate paper and online administration activities for state, national, and local assessments.
6. Develop student rosters for special testing conditions, (i.e...Special Education, Section 504, Emergent Bilinguals and re-testers).
7. Secure test materials under lock and key before and after each test administration.
8. Retain accurate written documentation of each testing administration.
9. Supervise any non-certified campus personnel who have access to secure materials.
10. Monitor and verify that testing standards, procedures, and guidelines have been followed.
11. Create testing day logistics for each testing administration, including:
 - Test administrator assignments
 - Testing rooms
 - Student room assignments
 - Bell schedules
 - Testing schedule
 - Non-testing student coverage
 - Restroom and hall monitors
 - Test administrators relief
 - Communication with cafeteria for lunches
12. Provide data and explanations of student results after each local and state testing administration to campus administration, teachers and departments of interest.
13. Disaggregate the testing data in multiple ways for administration and instructional purposes to assist teachers with data-driven instruction.
14. Facilitate Section 504 student meetings, update accommodations and notify teachers of any changes.
15. Work with Special Education and LPAC committees to ensure student accommodations are current and used correctly during test administrations.

Before Testing

16. Attend district training sessions for state and local assessments and keep campus administration informed of all policies and procedures regarding test security, test administration, and system platforms.
17. Sign a CISD and TEA Testing Coordinator Oath of Security and Confidentiality.
18. Create a campus testing plan for each administration.
19. Conduct staff training for security and confidentiality of current test administration.
20. Select and train staff for each test administration to ensure understanding of specific assignments, such as test administration, hall monitor, restroom monitor, etc....
21. Maintain a dated and signed roster of all campus personnel in attendance at the training and keep with test administration records.
22. Collect and keep staff testing oaths.
23. Utilize testing platforms (Aware, College Board, SAT, Accuplacer, TestHound, and TIDE) to organize and inform staff and students of their testing locations on test day(s).

24. Check testing locations for any instructional items or displays that could provide assistance to students during the test regardless of the subject.
25. Print and organize all test day items into manageable containers for test administrators to use in their assigned location.

During Testing

26. Provide campus administration with any updates needed for the test administration.
27. Prepare for test administrator pick-up and have a plan for any absent staff members.
28. Ensure that each testing location has a test administrator present from the time test materials enter the room until the materials are returned to the secure location.
29. Monitor test administration sessions to provide security and accountability of all secure materials.
30. Be available during the testing sessions to answer any questions.
31. Seek guidance from the District Testing Coordinator for any testing issues requiring immediate determination.
32. Report procedural testing irregularities or test security violations immediately to the principal and the District Testing Coordinator-regardless of the severity.
33. Monitor system dashboards for students' testing progress, submitting answer responses, and exiting system platforms correctly.

Post Testing

34. Collect and conduct inventory of provided test materials.
35. Verify that all online tests were submitted properly and address the ones that need to be corrected.
36. Create a testing plan to capture absent students.
37. Gather scratch paper used daily and keep secure until it can be shredded.
38. Document and submit any irregularities or violations as soon as possible to the District Testing Coordinator.
39. Maintain the following documentation about each administration for 5 years.
 - Seating charts
 - Testing rosters
 - Material Control Forms (MCFs)
 - Staff Signed Oaths
 - Test Administrator Meeting Agendas
 - Testing training sign-in sheets
 - Training certificates, if applicable

Accountability Responsibilities:

-Serve as an active member of the Campus Instructional Leadership Team, supporting Professional Learning Communities (PLCs) through data-driven collaboration and continuous improvement.

-Facilitate and strengthen PLCs by guiding the analysis of trend data, helping teams identify patterns, target instructional needs, and adjust practices to improve student outcomes.

-Act as a liaison to Lead4Ward and the District Assessment and Accountability team, ensuring PLCs have access to relevant data insights, resources, and aligned instructional support.

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

The 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.

Print Name

Signature

Date