Primary Purpose:

To provide overall leadership for directions and improving the district testing and assessment program. Coordinates and supervises the assessment program in a manner consistent with TEA standards and guidelines, federal regulations and administrative rules and regulations in order to ensure compliance and high educational benefits for each eligible student in the district.

Qualifications:

Education/Certification:
Master’s degree
Mid-Management Certificate

Special Knowledge/ Skills:
Knowledge of state assessment procedures and policies
Knowledge of federal and state special education law
Understanding of the individual needs of special needs students
Understanding of test activities for students with disabilities under section 504, Special Education and ELLs rules.
Ability to implement policy and procedures
Ability to interpret data
Ability to manage budget and personnel
Ability to coordinate district function
Strong organizational, communication, and interpersonal skills

Experience:
3 years teaching experience
Campus administration experience preferred
Major Responsibilities and Duties:
1. Provide for continued effective campus coordinator training and assistance.
2. Monitor and evaluate student attendance and reports to Superintendent.
3. Coordinate and monitor District Summer School Program.

Instructional and Program Management
1. Direct all state assessment activities.
2. Ensure that all testing procedures and polices are in compliance and reviewed on a regular basis.
3. Implement the polices established by Federal and State Law, State Board of Education rule and Board policy.
4. Compile, maintain, and present all physical and computerized reports, records and other documentation required.
5. Cooperate with school staff in scheduling tests activities to maximize error free outcomes.
6. Facilitate the use of existing technology in the directions and implementation process.
7. Secure and assist campus testing staff in training and implementing all testing procedures.
8. Inform superintendent or other administration of the effects of current and impending legislation as it will impact the District testing program. Order, receive, distribute, and return all testing material following TEA guidelines.
9. Participate in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budget for federal/special funding of assessment programs.
10. Ensure the strict compliance of Test Security and confidentiality requirements.
11. Develop and coordinate a continuing evaluation of federal/special assessment programs and implements changes based on the findings.
School/Organizational Climate

1. Use formal and informal feedback from others to maintain or create a positive climate.
2. Ensure that supervised staff supports positive climate on assigned campuses.
3. Support the district-wide goals and objectives for school and organizational climate.
4. Encourage the involvement of specialists, teachers, parents, and/or students, when appropriate.
5. Relate to staff, students, and parents in ways that convey equality and mutual respect.
6. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and/or the community.
7. Respond appropriately to situations that could impair the teaching/learning process or could threaten safety and the well being of students and staff.

Consultation

1. Serve as liaison between school and other agencies on joint projects that are under the assessment program.
2. Consult with administrators, counselors, teachers, community agencies, and other relevant individuals regarding federal/special programs impacts the district assessment programs.

School/Organizational Improvement

1. Work cooperatively with others in developing the mission and articulating a vision for the school/district program and supports the attainment of Campus Performance Objectives (Academic Excellence Indicators).
2. Appropriately involve others in defining district and program goals and objectives in support of the district's mission.
3. Systematically monitors the effectiveness of District assessment programs and services.
4. Uses evaluative findings to establish or modify goals and objectives in the education of students in the programs supervised.
Personnel Management

1. Define job performance expectations of subordinate staff, evaluates job performance, conducts conferences, and develops training options and/or improvement plans to ensure the best operation of the District assessment Programs.

2. Handle concerns or grievances of others expeditiously, with respect, and within established policies.

3. Recognize exemplary performance and rewards it accordingly.

4. Delegate duties, responsibilities, and functions, as appropriate.

5. Is effective in the development of staff.

6. Is effective in “coaching” staff, providing technical assistance to principals, teachers, and encourages improved overall performance.

7. With the approval of the immediate supervisor, secures consultants, specialists, and other community resources for principals and instructional staff to assist in attaining objectives.

Administration and Fiscal/Facilities Management

1. Ensure that federal and state laws and regulations concerning the education of students are observed.

2. Offer constructive suggestions to ensure that policies, state and federal regulations support the teaching/learning process for students.

3. Ensure that standard and special reports indicate responsible fiscal control over program budgets.

4. Ensure that facilities and equipment needs are identified and appropriate action taken.

5. Establish and maintain an inventory of equipment and materials purchased with federal funds.

6. Direct and supervise Summer School assessment program.

7. Perform other tasks and assumes such responsibilities as may by assigned.
JOB DESCRIPTION

District Testing Coordinator

Budget and Inventory

1. Ensure that programs are cost effective and that federal/special programs are managed wisely.
2. Compile budget and cost estimates based on documented program needs.

Student Management

1. Ensure that support services for students are effective in achieving their objectives.
2. Support district and campus rules for student conduct.
3. Ensure that rules and procedures for the discipline of students are effective and conform to federal and state laws.

Professional Growth and Development

1. Seek opportunities for continuing professional growth by such activities as professional reading and attending conferences and professional meetings.
2. Take the initiative to develop needed professional skills appropriate to job assignments.

School/Community Relations

1. Articulate to the general public the ways in which the assessment program office and other supervised departments support the school district’s mission.
2. Is involved in community activities that encourage support and mutual respect between the district and the community.
3. Use effective communication in dealing with staff, community, media, and Board of Trustees.
4. Attend regular and special meetings of the Board of Trustees and serves as advisor in the presentation of matters related to the assessment program office.
**Policy, Reports, and Law**

1. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including required financial reports to TEA.

2. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

**Supervisory Responsibilities:**

Personnel Assigned

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**
Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent in-district travel. Working with assessment/tests materials received or shipped that require lifting boxes that weight up to 30 lbs.