



DISTRICT TESTING SPECIALIST

QUALIFICATIONS:

1. Master's Degree from an accredited educational institution
2. Certification in Educational Leadership or School Principal by the State of Mississippi
3. Minimum of eight (8) years teaching and administrative experience
4. Deep Knowledge of the Mississippi Accountability Model

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL: Under the direction and supervision of the Director of Curriculum and Instruction, guides in the local administration, reporting, and interpretation of tests and other accountability measures. Maintain test security, maintain contact, and provide reports of the following to the Meridian Public School District Superintendent and principals.

ESSENTIAL DUTIES AND RESPONSIBILITIES: As assessed by the Assistant Superintendent of Curriculum and Instruction, the results of the Director of Student Assessment and Gifted Education's job performance will be as follows:

Student Assessment

1. Ensures that a District Test Security Plan for the school district is developed and disseminated to each school no later than two weeks prior to the first fall testing administration of each year. A schedule of the state test administration dates for the school year is to be shared with teachers, students, and parents.
2. Ensures that all eligible students are assessed.
3. Accounts for all test materials received and secures all test materials in a locked facility.
4. Prohibits the reproduction of all or any part of the tests.
5. Prohibits their employees from disclosing the content of, or specific items contained in, the tests to persons other than authorized employees of the school system.
6. Develops local policies and procedures to ensure maximum test security in coordination with the policies and procedures developed by the test publisher.
7. Designates the personnel who are authorized to have access to test materials.
8. Conducts audits periodically to ensure that proper test administration sessions are being held.
9. Ensures that the security of test materials and the integrity of the Mississippi Statewide Assessment System are maintained at all times.



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10. Ensures that test administrators at each school are licensed school district or school personnel who have received professional training annually in education and the Mississippi Statewide Assessment System.
11. Provides guidance to the School Test Coordinator at each school in understanding his/her duties and responsibilities related to the state testing program and the implementation of state tests.
12. Oversees the planning and implementation of training for school-level test coordinators, test administrators, proctors, and hall monitors.
13. Ensures that each school test coordinator and test administrator is trained in the implementation of testing accommodations used with students with disabilities and students identified as limited English proficient.
14. Assures that each school establishes procedures to ensure that all stakeholders comply with the test publisher guidelines.
15. Informs personnel that any person who learns of any breach of security, loss of test materials, failure to account for test materials, or any other deviation from required security procedures shall immediately report that information to the district test coordinator.
16. Makes a determination about the seriousness of reports of breaches of test security, loss of test materials, failure to account for test materials, unauthorized reproduction or retention of test materials, or any other deviation from required security procedures.
17. Declares a test administration as an invalidation using the appropriate procedures and documentation.
18. Reports all testing irregularities to the Office of Student Assessment using the appropriate procedures and documentation.
19. Reports his/her determination and personnel action taken to the local board of education, the Office of Student Assessment, and the Office of Educator Licensure.

District Benchmarks and Diagnostics

20. Coordinates districtwide benchmark and diagnostic assessments, ensuring fidelity of administration, compliance with testing protocols, and alignment to Mississippi College- and Career-Readiness Standards (MCCRS).
21. Manages assessment data reporting and organization, including timely dissemination of school, grade, subgroup, and student-level reports to support instructional decision-making and continuous improvement.



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22. Monitors and analyzes proficiency and growth trends across district, school, and subgroup levels, using assessment data to evaluate progress toward accountability targets and inform district action plans.
23. Collaborates with district leadership, principals, and instructional staff to interpret assessment results, support data-driven instructional adjustments, and maintain accountability for student performance outcomes.
24. Demonstrates prompt and regular attendance.
25. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.
26. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Salary based on administrative pay scale at 235 days per year.

EVALUATION: Annually