Lake Worth ISD
Testing and Accountability Coordinator

Job Title: Testing and Accountability Coordinator  Wage/Hour Status: Exempt
Reports to: Assistant Superintendent of Teaching & Learning
Dept./School: Teaching and Learning  Date Revised: 07/3/2019

Primary Purpose:

Coordinate assessment programs that assist the district in improving instruction and increasing student achievement.

Qualifications:

Education/Certification:
Bachelor’s Degree
Master’s Degree (preferred)
Valid Texas Teaching Certificate

Special Knowledge/Skills:
Ability to organize and coordinate district wide testing programs
Ability to interpret data
Knowledge of curriculum and instruction
Strong organizational, communication, and interpersonal skills

Experience:
Three years teaching experience

Major Responsibilities and Duties:

1. Establish district testing procedures.
2. Serve as District Test Administrator for all state and federal agencies regarding assessment.
3. Attend District Test Administrator trainings.
4. Attend ESC training for District Testing Coordinators.
5. Provide effective assessment training that incorporates the mission of the district program evaluation outcomes.
6. Maintain a comprehensive records management system for all required assessment documents.
7. Plan the necessary time, resources, and materials to support accomplishment of assessment goals.
8. Provide current state and federal accountability system changes to staff as appropriate.
9. Coordinate with technology and PEIMS departments as it relates to testing and dissemination of testing results.

10. Responsible for ordering, distributing, collecting, and accounting for testing materials.

11. Responsible for the coordination of all state and district mandated test administrations.

12. Analyze and provide data using Eduphoria, Aware, Skyward, and other resources to evaluate district performance.


14. Provide technical assistance to district and school administrators in the areas of federal and state accountability measures.

15. Plan and provide staff development for teachers, administrators, and staff on requirements of the state and federal accountability programs.

16. Establish and communicate a district wide testing calendar.

17. Receive and distribute to campuses all shipments of state-mandated testing.

18. Collect from campuses, prepare for return shipment, and ship for scoring all state-mandated testing.

19. Receive, distribute, analyze, and report campus results for state-mandated testing.

20. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

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

**Supervisory Responsibilities:**

Direct the work of district and campus test administrators and others assigned to conduct tests.

**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

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.