Job Title: Campus Testing Coordinator
Reports to: Campus Principal
Dept./School: Campus Assigned

Primary Purpose:
Responsible for coordinating and supervising the school based implementation and administration of statewide and local district group testing programs. Employee trains school staff at the assigned school to administer statewide and local testing.

Qualifications:

Education/Certification:
Bachelor’s degree from four-year accredited university
Valid Texas teaching certification

Special Knowledge/Skills:
Ability to organize and coordinate program
Ability to interpret data
Knowledge of curriculum and instruction
Strong organizational, communication, and interpersonal skills
Comfortable speaking in front of large groups

Experience:
Classroom experience administering state and district assessments required

Major Responsibilities and Duties:

Program Management

1. Schedules and makes all arrangements for campus testing (TAKS, AP exams, IB, EOC, Checkpoints, Readistep, PLAN, ASVAP, etc
2. Oversees ordering of test materials for the school, and verifies shipments; coordinates repacking and shipment of materials to Assessment Department and Test Administrator as appropriate
3. Ensures all materials arrive and are delivered in a timely fashion to campus personnel
4. Ensures security of test forms and related materials and stores all testing material in a locked room at the school.
5. Coordinates with Special Education Department, LPAC, and 504 personnel regarding special testing needs
6. Submits completed tests for scoring in a timely fashion and supervises dissemination of informational materials and catalogs to community.
7. Keeps all testing records on file and easily accessible
8. Prepares campus assessment calendars in coordination with administrators
9. Coordinates with district assessment office in regard to ordering all testing materials
10. Sets testing protocol and teacher schedules.
11. Completes personal graduation plans in coordinator with counselors

12. Facilitates student testing center and personnel involved

13. Sets up testing schedules and room assignments for various test administration

12. Works with various support staff at the school to assist schools in preparing for statewide assessments and consults with IT staff on computer hardware and software issues and concerns.

13. Monitors the administration of tests and reports, investigates, and documents irregularities in test administration according to district policy

14. Attends district training sessions and conducts local training sessions for school staff on proper conditions, practices and procedures for testing.

15. All other duties as assigned.

**Supervisory Responsibilities:**

None.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**
Maintain emotional control under stress. The employee must occasionally lift and/or move multiple boxes weighing up to 25 pounds.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I agree to accept the responsibilities and duties of this position.

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