



## District Test Coordinator

### **JOB DESCRIPTION**

The District Test Coordinator, under the supervision of the Executive Director of Student Support Services, supervises and coordinates all of the state mandated assessments District wide.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelor's Degree; Master's Degree preferred
- Valid Texas Teacher certification
- Five (5) years teaching experience preferred
- Successful experience with low performing students

### **DUTIES AND RESPONSIBILITIES**

1. Coordinates the state testing for the District, which includes the TAKS, TAKS-Accommodated, TAKS-Modified, TAKS-Alternative, TELPAS, TAAS, TAKS Field tests, NAEP, and the Fall Study
2. Receives, counts, sorts, packs, and ships testing materials throughout the year for the state testing programs. Approximately 15,000 students are tested, and there are 16 test administrations throughout the year.
3. Trains Test Coordinators and Administrators in appropriate District and State testing procedures (19-20 trainings throughout the year)
4. Monitors state testing to ensure all regulations and rules are followed
5. Investigates and prepares reports for reported test irregularities
6. Collaborates with the Director of Special Education on the implementation of the TAKS-A, TAKS-M and TAKS-Alt tests
7. Collaborates with the Coordinator of Bilingual Education on the implementation of the TELPAS test
8. Disaggregates, analyzes, disseminates, and prepares reports for state testing data upon request
9. Coordinates and monitors accommodation requests forms for all special education students
10. Facilitates and coordinates the transition to online testing
11. Coordinates and monitors the Learning Management System for TELPAS and TAKS-Alt
12. Disaggregates and analyzes state testing data for AYP (Annually Yearly Progress) requirements under NCLB (No Child Left Behind)
13. Coordinates the distribution of the District Released TAKS assessments in grades 3-11 in reading, writing, math, science, and social studies
14. Collaborates with the Special Education Director on the development and implementation of alternative assessments that meet the requirements under the Student Success Initiative
15. Serves as a resource person to campus principals and teachers to meet the instructional needs of students
16. Provides testing data and information to campuses upon request
17. Supplies materials and training for the OLSAT/Stanford 10, NNAT and Aprenda to support the GT, Dyslexia, 504, GIST/RTI and At Risk programs
18. Coordinates GEE (Louisiana) testing
19. Attends TSNAP/RATS monthly meetings to stay abreast of state issues
20. Serves as a member of Site Based committees for Eloff Elementary and Candlewood Elementary
21. Develops, prepares, and maintains testing budget
22. Supervises and monitors campus Test Coordinators
23. Supervises the Testing Clerk and Material's Handler
24. Performs other duties as assigned

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**MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel frequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**PAY SCALE: PE4**

**NUMBER OF DAYS: 226**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/2/07*