



## DISTRICT TESTING COORDINATOR - TOSA

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### Position Summary

The District Testing Coordinator, under the supervision of the *Director of Research and Planning*, will be responsible for the operational management of district-wide assessment in the district, including the provision of training school testing coordinators and others involved in the assessment process.

### Supervisory Relationship

This position reports to the Director of Research and Planning.

### Essential Functions

1. Coordinates and oversees the administration of all district-wide assessments in collaboration with all district schools and alternative programs: OAKS, the Oregon Kindergarten Assessment, WorkKeys, SAT, ACT, AP, IB, NAEP, ELPA, STAMP, Essential Skills Work Samples, and all other assessments that could be adopted district-wide in the future.
2. Collaborates in the creation of testing and data team schedules.
3. Participates in all the required District Testing Coordinator training provided by ODE and other assessment vendors.
4. Creates a training schedule and plan for school testing coordinators, testing administrators, and others involved in district-wide assessments.
5. Provides training and ongoing support to school testing coordinators and works with them to provide training to testing administrators and other involved in district-wide assessments.
6. Works with the Technology Department to ensure the technology requirements for each assessment are being met.
7. Serves as liaison between the school testing coordinators and the OAKS helpdesk or testing company during test administration, contributing to problem-solving.
8. Manages district and school portals related to district-wide assessments (e.g. TIDE for OAKS), including non-participation reporting to ODE.
9. Investigates and reports all test improprieties and irregularities.
10. Serves as a resource for schools in understanding and managing information related to Essential Skills requirements.
11. Updates the assessment section of the 4J website.

## Required Knowledge, Skills and Abilities

1. Commitment to the belief that all students can learn, to educational equity, and to the District's vision and mission.
2. Proficiency in advanced principles, practices, procedures, legal mandates, and techniques involved in assessment.
3. Knowledge of data-driven decision-making in education and assessment practices, especially relative to interventions with struggling learners and students of varying cultural heritages and English proficiencies.
4. Ability to communicate effectively and work collaboratively both at the district and school levels.

## Minimum Qualifications

- Master's Degree in Education or a related field preferred.
- Three or more years of experience working in public schools.
- District level experience with testing programs preferred.
- Experience facilitating adult learning among K-12 educators.
- Oregon Teaching License.

## Work Environment

- Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	Eugene Education Association
<b>Developed by</b>	Oscar Loureiro, Director of Research and Planning
<b>Pay Grade</b>	Licensed Salary Schedule
<b>Approved by</b>	Cydney Vandercar, Asst. Superintendent for Administrative Services
<b>Last revised</b>	June 25, 2018

## Employee Statement

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

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Employee Name (Print)

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Date

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Employee Signature

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Date