

JOB DESCRIPTION

TESTING COORDINATOR

STIPEND: \$500

BASIC FUNCTION

Under direct supervision of the principal and general supervision of the District Assessment Coordinator, coordinates and monitors school-site administration of state-mandated tests related to the State's Standardized Testing and Reporting Program (STAR), including California Standards Tests (CSTs), California Achievement Tests, California Performance Assessment (CAPA), and Standards-based Tests in Spanish (STS/Aprenda 3 Tests); interacts regularly with school staff, parents, the educational services department, and/or outside districts regarding testing/assessment program/s and placement processes; and performs related duties as assigned

RELEASE TIME

Receives two release days for preparation of distribution of testing materials and preparation for packing and returning

MAJOR DUTIES AND RESPONSIBILITIES

The duties of this position are not limited to those stated but may also include additional duties that are necessary for successful implementation of this program.

1. Receives materials from District testing coordinator five to ten working days before the first testing day of each administration period
2. Inventories all materials and notifies District testing coordinator of any missing or incorrect materials within two days of deliver to the test site
3. Distributes CAPA Examiner's Manuals at least five working days before testing begins
4. Distributes grades 3 through 8 CST DFAs prior to testing
5. Distributes and collects CAPA answer documents and grades 2 through 8 CST test booklets or answer documents each day of testing
6. Distributes and collects grade 2 DFA each day of testing
7. Returns all scorable and non-scorable materials to District testing coordinator two working days after completing testing for each administration period
8. Returns all EAP scorable and non-scorable essay materials by May 4th
9. Trains school site personnel on appropriate testing guidelines
10. Ensure affidavits are signed and collected
11. Attends all required training sessions
12. Provides site-based training for teachers and administration
13. Perform other duties as assigned

SUPERVISOR

Under the immediate supervision of the principal

QUALIFICATIONS:

The candidate must possess the knowledge, skills and personal leadership qualities to successfully demonstrate the ability to:

- plan, organize, and administer the Testing program for the school site
- Coordinate assigned activities with other departments, schools, and outside agencies;
- Provide responsible and complex administrative support to the principal;
- Interpretation and analysis of data related to students and the program
- Advise and instruct students and teachers
- Communicate effectively orally and in writing;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Communicate effectively with diverse constituencies;
- Possess interpersonal skills which result in tactful, patient, respectful, and courteous interaction with others
- Prepare comprehensive narrative and statistical reports;
- Direct the maintenance of a variety of reports and files related to assigned activities;
- Administer current best practices in the organization and facilitation of technology
- Maintain consistent, punctual, and regular attendance

Physical Requirements:

Ability to hear and speak to exchange information orally and in writing; see to read a variety of materials; walk across campuses to conduct school business; sit, reach, stoop, and bend as needed to perform clerical and administrative duties. Stand for extended periods of time when assisting with student supervision.

Education and Credential Requirements:

Must possess at least a Bachelor's Degree from an accredited institution with a Masters' degree preferred; and California teaching credential required.

Experience:

At minimum of three years teaching experience and two years successful leadership experience in the educational field or other substantial experience serving on the school leadership team, or coordinating site-based programs.

Certificate Requirement:

Must maintain current CPR/First Aid certification and a California' Drivers' License.

Board Approved: 12-11-08