

DRAFT



Testing Coordinator

Job Description

Reports To: Principal
Classification: Extra Duty
Status: Part Time
FLSA: Exempt

Revised 2/4/25

General Description:

Responsible for supporting the assessment process for students, teachers, school administrators, and district staff. This role involves coordinating, implementing, and ensuring compliance with all district, state-mandated, and national testing requirements.

Essential Job Elements:

1. Assists teacher, administrators, and staff for the purpose of relating policies and procedures of district and state mandated testing.
2. Assist with the coordination of state and local assessment schedule.
3. Assists with meetings for the purpose of providing information regarding State and District test preparation, test materials, and test administration.
4. Attends training for the purpose of meeting requirements for the state and district testing requirements.
5. Provide support to teachers, staff and students during state testing cycle.
6. Supervise the completion and compliance of all school level documentation and required training for each assessment.
7. Work with technology services to to ensure logins, systems , hardware and software are ready and functioning properly, and other technical support is available as needed.
8. Assists with data disaggregation and analysis as needed.
9. Coordinate and work cooperatively with other departments and staff as needed.
10. Provide appropriate care for the safekeeping and protection of District equipment, facilities and other assets.
11. Maintain confidentiality regarding student, staff and management related information.
12. Supports with integrity the mission, vision, goals and positive culture of Joseph City Schools.
13. Performs other related tasks as assigned.

Qualifications:

1. High School diploma.

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2. Experience with online testing procedures preferred.
3. Strong written and verbal communication and presentation skills; oriented towards detail, thoroughness, and accuracy.
4. Experienced and comfortable interacting with individuals/groups.
5. Leadership and communication skills sufficient to effectively perform assigned duties.

Physical Requirements:

Requires but is not limited to standing, sitting, repetitious hand and body movements, bending, squatting, and reaching. May be required to move or position equipment up to 15 pounds approximately.

Working Conditions:

Works in indoors in classroom and computer lab settings. Noise level in the work environment may be low to moderate. The employee must be able to meet deadlines with time constraints and interact effectively with students, and other employees.

Contacts:

Staff, students.