

Tupelo Public School District

	FLSA STATUS:	Exempt
JOB TITLE:	Testing and Discipline Coordinator	
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Possess a current and valid Mississippi license. 2. An "A" certification. 3. Experience in one of the following: Administration, Guidance and Counseling, or Supervision and/or Curriculum experience is preferred. 4. Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable. 	
REPORTS TO:	Building Principal	
JOB GOAL:	<p>To coordinate the school's testing program so that a consistently high standard of excellence may be achieved and maintained.</p> <p>To coordinate the school's intervention programs so that a consistently high standard of excellence may be achieved and maintained.</p> <p>To coordinate the school's discipline and attendance policies and procedures to ensure a safe, secure, orderly learning environment is achieved and maintained.</p>	

PERFORMANCE RESPONSIBILITIES:

1. Develops the school's test schedule and test security plan for state assessment. Implements state testing schedule.
2. Evaluates on an on-going basis the school's testing program.
3. Prepares informative reports and instructional materials pertinent to testing.
4. Organizes and schedules test administration location, TA, and proctors.
5. Provides, as requested, leadership in the development of improved instruments and procedures for the purpose of enhancing and improving test scores.
6. Designs and administers studies to identify community, fiscal, staff, and other factors which can account for variations in the quality of the testing program within the school.
7. Provides counsel as to potential data processing programs in the area of student testing.
8. Serves as a resource person in planning and conducting professional development activities for the improvement of teaching practices and methodology in the areas of test construction, test administration, and test results evaluation.
9. Prepares reports as designated by the principal.
10. Assumes responsibility for the accuracy, validity, and interpretation of test results.
11. Serves as a resource person to curriculum development committees. (Data, etc.)
12. Expands and interprets test data to administration, faculty, and parents.
13. Establishes and maintains the school's master test calendar.
14. Attends school, district, and state meetings related to job responsibilities.
15. Coordinates 504 meetings and plans.
16. Implements the MTSS process.
17. Supervises student truancy and tardiness.
18. Administers bus discipline according to policy.
19. Administers dress code discipline according to policy.
20. Administers technology violation discipline according to policy.
21. Performs additional responsibilities deemed necessary by the principal.

PHYSICAL DEMANDS:

While performing the duties of the, the employee is frequently required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; and to talk or to hear. The employee must squat, stoop, kneel, reach above the head, and reach forward. The employee continuously uses hand strength to grasp items during the day.

The employee must frequently lift and/or move up to fifty pounds. Occasionally, the employee will lift and/or move up to ninety pounds. Additionally, the employee, while performing the duties of this job, will regularly work indoors and will occasionally work outdoors.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

Approved By:		Date:	
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