

Browning School District 9
JOB DESCRIPTION
Effective: 7/1/23

Teacher on Special Assignment-District Test Coordinator/System Test Coordinator (STC)

SUMMARY OF ROLE:

Responsible for coordinating the administration of all district and state assessments as well as state and national aptitude testing. The coordinator maintains historical records and files of all district, state and national assessments, test administration training, and district testing plans annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as the designated System Test Coordinator (STC).
- Works with schools to coordinate district-wide testing calendar and assessment timelines, including, but not limited to statewide assessments, districtwide assessments as well as other aptitude testing.
- Creates annual Testing Plans for the district and submission to the OPI.
- Establishes a Test Coordinator Committee to implement, monitor, and maintain statewide and district Testing Plans.
- Develops a Test Administration Training Plan including but not limited to statewide assessments (general & alternate assessments), aligned to testing windows and state reporting requirements for building test coordinators, general and special education teachers, and paraprofessionals conducting and monitoring statewide and district-level assessments.
- Develops a test administration plan for conducting districtwide and building-level benchmarking assessments during fall, winter, and spring benchmarking windows.
- Implements the District Writing Assessment annually including; updating protocols, prompts, procedures, establishing testing windows, coordinates & supports the preparation of materials, scoring, and score reporting.
- Maintains the overall integrity and security of all statewide and district testing processes.
- Receives, inventories, and distributes materials to staff and returns materials to appropriate entities.
- Coordinates and provides support for inputting all testing information in school systems; Infinite Campus, DRC Insight, Cambium-Tide, MSAA, and ACT and ensure the integrity of the data verification, test administration training, and administration processes.
- Works closely with Special Services program staff to ensure that identified students receive appropriate accommodations.
- Supports the Director of Curriculum, Instruction, and Assessment in the collection and reporting of data related to federal, state, and district accountability targets.

- Possesses the skills to meet and interact with employees in routine situations, which require consistent communication, discretion, and courtesy.
- Possesses the skills to meet and interact with employees in routine situations, which require tact, discretion, and courtesy.
- Performs other duties as may be assigned by the Director of Curriculum, Instruction, and Assessment.

JOB SPECIFICATIONS

EDUCATION and/or EXPERIENCE:

Bachelor's degree in Educational, preferred a minimum of three (3) years of teaching experience. Thorough knowledge of educational data and statistical support systems. Proficiency in the use of database software and statistical analysis. Knowledge of assessment including test development, format, administration, scoring and interpretation. Excellent organizational and communication skills.

EDUCATOR LICENSE REQUIREMENTS:

Valid Montana Teaching License (in any area).

SUPERVISORY RESPONSIBILITIES:

Performs supervisory responsibilities in relation to the System Test Coordinator Duties and delegated by the Director of Curriculum, Instruction, and Assessment.

PROFESSIONAL SKILLS:

Ability to read, analyze, and interpret professional journals, technical procedures, instructional manuals and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business or educational community. Ability to effectively present information to administrators, public groups/community, and board of education.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will occasionally lift and/or move up to 50 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving required. Duties of the job require frequent use of a computer monitor and related equipment.

OTHER SKILLS and ABILITIES:

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to operate a personal computer and related software. Ability to work independently, with limited supervision. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with all members of the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to organize and implement a flexible work schedule to meet the reporting deadlines. Ability to self-monitor and manage multiple tasks while working individually and with members of a group. Ability to submit all requested reports and documentation in a timely manner and in accordance to scheduled deadlines. The position requires meeting deadlines, and interacting with teachers, administrators, parents, and community members. Some extended hours and multiple demands from several people are frequently required of the employee.

TERMS OF EMPLOYMENT:

187-Day Contract

The terms of employment detailed in this job description are based on full time employment during the academic school year. Conditions of employment adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job evaluated annually according to Board Policy and District Processes for the Evaluation of Certified Staff.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned