

GERVAIS SCHOOL DISTRICT #1 – SCHOOL TESTING COORDINATOR

QUALIFICATIONS:

- Valid Oregon teacher license with appropriate subject endorsements, if needed.
- Bachelor's or higher degree in education or other acceptable educational training in area of study as required by Oregon license.
- Valid First Aid Card as requested by Principal.
- Knowledge of current testing calendars, testing content, and requirements involved in completing all state assessment at the level of the building the testing coordinator is assigned. Demonstrated knowledge in math, reading and writing requirements of the state assessment including essential skills requirements for high school only.
- Demonstrated ability to work harmoniously with administrative personnel, staff and community.
- Demonstrated ability to communicate effectively, provide inservice and establish effective working relationships with colleagues.
- Demonstrated ability in the use of technology commonly used in the district testing.
- Prior job-related experience will be considered but not required.
- Current Licensed Employee.
- Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

- Building Principal

JOB GOAL:

To help district personnel prepare students for taking the state assessments and assist staff in administering the state assessment according to prescribed guidelines and procedures outlined by the department of education.

PERFORMANCE RESPONSIBILITIES

- Coordinate with district testing coordinator and building principal to identify all assessments that will be administered throughout the district and in individual schools (both standardized and state-level tests);
- Assist the principal and the district testing coordinator with the development of a school-wide testing calendar that incorporates all required state assessments (ELPA, Extended, SBAC and OAKS) and incorporates any school-level testing (formative, interim, etc.) within testing windows;
- Assists the staff in developing a schedule that allows for all students to complete required tests according to established timelines;
- Ensure all staff who administer state assessments are trained to administer each assessment before the window for testing opens annually using the test administration manual;
- Ensure all staff read and understand the test manual and sign assurances as part of the school's test security
- Assist staff in identifying testing options for students in school;
- Disseminates ODE-issued testing updates and alerts to staff involved in state assessment;
- Tracks which students have completed which assessments to ensure all students participate in required assessments;
- Supports the district testing coordinator in investigating test improprieties in assigned school;
- Pull data reports as requested by principal and school site council; and
- Attend required trainings and inservices that will enhance effectiveness in this position.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

TERMS OF EMPLOYMENT:

- Stipend Position with the teacher 190 day calendar.
- Flexible schedule to be implemented depending upon daily requirements.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

EVALUATION:

- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures. Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

Teacher Signature

Date