

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: District Test Coordinator

QUALIFICATIONS:

- Mississippi educator license in Educational Administration and Supervision
- Successful experience in classroom teaching and administrative and/or supervisory experience
- Able to communicate effectively to the Board of Trustees and various other lay and professional audiences
- Ability to perform all tasks identified in this job description
- Good physical condition with ability to lift 10 pounds

JOB GOAL: To assist the Director of Curriculum substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services

REPORTS TO: Curriculum Director and Superintendent

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- Create the Annual District Test Calendar for approval by Curriculum Director
- Attend all district test coordinator trainings hosted by the Mississippi Department of Education
- Attend district test coordinator trainings/webinars to obtain critical information about upcoming tests
- Monitor the MDE Sharepoint site *daily* for notices regarding updates/changes in policies, procedures, and programs
- Attend trainings necessary to implement district testing programs (MDE, Renaissance, CASE, etc.)
- Plan and conduct professional development activities that focus on the use of data and assessment to enhance learning and collaborative instructional planning
- Conduct training for all school test coordinators, administrators, Exceptional Education personnel, etc. in the SCCSD as it relates to district and state testing programs
- Keeps all STC's informed regarding deadlines and events
- Provide day-to-day and technical support for school test coordinators with duties/responsibilities related to state testing program, implementation of state and local tests, and online testing management systems
- Administer tests in accordance with the established state and district testing calendars
- Monitor test security throughout the year
- Order and receive all tests and manage online testing requirements
- Inventory, sort, and package test materials for each school
- Coordinate distribution and collection of secure test materials to schools
- Manage all aspects of the state online test materials ordering system, including print orders and test materials with special modifications
- Receive, package and return all test materials
- Follow state procedures regarding securing, storing, and destroying testing materials
- Provide and submit all test documents to the State Department of Testing by established deadlines

- Handle any investigations resulting from possible test security violations and report to the immediate supervisor and Superintendent in a timely manner
- Contact the Office of Student Assessment with any issues or questions related to testing
- Work with Exceptional Education personnel regarding allowable accommodations
- Receive, process, and distribute all score reports to the respective schools for all testing cycles (state and district) in a timely manner
- Compile score data into formats that allow for comparison after each testing cycle and from year to year (to include trend data) and provide to individual schools and district
- Train staff in the use of MOE resources to support the implementation of standardized assessments across subject areas within the grade-levels, i.e. state curriculum, teacher tool kits, sample assessments, scoring rubrics, district pacing guides, lesson plans. and support materials
- Provide teachers and instructional support staff with assistance in developing and using local assessments to better align instruction to student needs
- Generate and submit graphic visualizations of data in efforts to assist school/district leaders in making information meaningful and actionable
- Install and update all testing software/hardware, manage equipment maintenance, and collaborate with the district technology department to troubleshoot technical issues
- Work with technology supervisor to ensure that technology is appropriate and is in working condition for ALL testing cycles in a timely manner (at least a week before testing)
- Provide communications to parents and students through all-call system regarding testing dates and schedules
- Promote and maintain consistent communication with Director of Curriculum and Superintendent around all testing updates and concerns
- Attend school data analysis sessions when appropriate
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

Assessment Responsibilities:

MS Assessment Program (Grades K-8 MAP and Science, Algebra I, English II, Biology, I and US History)
 ACT (Grade 11) and ACT Plan (Grade 10)
 STAR Early Literacy and STAR Literacy
 District Mid-Term Benchmarks
 CPAS2
 ASBAB
 WorkKeys
 Advance Placement testing
 Kindergarten Readiness

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Employee)

_____ Date: _____
 (Supervisor)