

Red River Parish School Board

Job Description

Title: District Test Coordinator

Qualifications: Must have valid LA Teaching Certificate in area of Director/Supervisor or Educational Leader 1 or 2

Five (5) years of successful professional school experience, three (3) of which must have been during the five (5) year period immediately preceding appointment to the supervisory position
Effective, new hire, June 1, 2016

Primary Purpose Implement district and state mandated assessments while ensuring security and integrity of testing materials and data in accordance with district and state requirements.

Superordinate: Superintendent

Performance Responsibilities

1. Coordinates district and state testing (LEAP 360/ LEAP 2025/ EOC).
2. Receives, sorts, counts, packs, and ships testing materials throughout the year for the state testing system.
3. Trains test coordinators and administrators in appropriate district and state testing procedures.
4. Monitors state testing to ensure all regulation and rules are followed.
5. Investigates and prepares reports for reported test irregularities.
6. Collaborates with the Special Education Department on the implementation of the Special Education specific testing.
7. Interprets and reports school and district test results.
8. Facilitates, coordinates and trains staff for online testing.
9. Attends regional training for district testing coordinator to stay abreast of state issues.
10. Coordinates the distribution of any released testing materials available to teachers.
11. Coordinates testing requests for grade placement and credit acquisition.
12. Supervises and monitors School Test Coordinators.
13. Coordinates the planning and administration of the LEAP 360 assessment program including training of school test coordinators, ordering materials and any other related materials.
14. Provides support to School Test Coordinators for all testing programs.
15. Consults with staff to provide appropriate testing accommodations for Limited English Proficient (LEP) students and students receiving special services.
16. Works with instructional teams to analyze test data and develop student achievement goals and objectives.
17. Complies, maintains, files and secures all reports, records, and other required documents.
18. Keeps abreast of developments in curriculum and instruction, and provides leadership in determining their appropriateness for inclusion in the district's educational program according to the strategic plan.
19. Serves as coordinator for the Red River Virtual School.
20. Performs other related duties as may be assigned by the Superintendent.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)

4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment:

12 Months