

Job Title: CAMPUS TESTING COORDINATOR
Reports to: System-Wide Testing Curriculum Coordinator/Campus Principal
Dept./School: Middle School/Del Rio Freshman School
Wage/Hour Status: Exempt
Date Revised: September 21, 2026

Primary Purpose

Coordinate campus procedures for state assessment security and confidentiality; ensure testing personnel are eligible, trained, and properly supervised; safeguard secure testing materials and student test tickets; and support required reporting and investigations of potential security or confidentiality violations.

QUALIFICATIONS

Education/Certification

Bachelor's Degree

Special Knowledge/Skills

Knowledge of Texas Assessment Program

Proficient Use of Microsoft Office Application Products (Outlook, Word, Excel, Access)

Knowledge of Texas Accountability System

Strong organizational, communication and interpersonal skills

MAJOR RESPONSIBILITIES AND DUTIES

JOB PERFORMANCE STATEMENTS

Test Security and Confidentiality

1. Verify that all personnel participating in state assessments or handling secure testing materials meet eligibility requirements, complete required training, and sign the Oath of Test Security and Confidentiality.
2. Train staff who handle testing materials before each administration and clearly communicate all requirements related to secure test content.
3. Ensure staff understands that viewing, discussing, recording, or otherwise disclosing secure test content is strictly prohibited.
4. Inform personnel authorized to view secure content for approved designated supports, program-specific testing procedures, or Response Entry that they may not answer test questions, record information, score assessments, or discuss assessment content at any time.
5. Ensure noncertified personnel who access secure materials or administer assessments are appropriately supervised by certified staff.
6. Inform supervising certified staff of their responsibilities and the potential disciplinary consequences associated with test security or confidentiality violations committed by personnel under their supervision.
7. Establish and monitor procedures for collecting and promptly destroying test session IDs, reference materials, scratch paper, graph paper, recordings, and other materials used during testing.
8. Ensure student test tickets are collected immediately after students complete testing.
9. Ensure student test tickets that will not be reused are destroyed after each test administration.
10. Securely maintain student test tickets retained for reuse in accordance with FERPA confidentiality requirements and ensure they are destroyed at the end of the school year.

EQUIPMENT USED

Computers, printers, scanners, projection devices

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work frequent, prolonged, and irregular hours. Frequent district-wide and intra-state travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____