**Job Title:**        **CURRICULUM COORDINATOR, SYSTEM WIDE TESTING**
**Reports to:**        Chief Compliance and Accountability Officer
**Dept./School:**        Curriculum and Instruction Department
**Wage/Hour Status:**        Exempt
**Date Revised:**        November 27, 2023

**Primary Purpose**

Coordinates the administrating state and federal mandated assessments, provides training and support for campus test coordinators and principals: ensures appropriate test administration and security procedures are followed at testing sites.

## QUALIFICATIONS

**Education/Certification**
Bachelor of Arts/Science Degree
Master's Degree Preferred
Teaching Certification Required

**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

**Experience**
Minimum 5 years teaching experience
Mid-Management Experience preferred

## MAJOR RESPONSIBILITIES AND DUTIES

**JOB PERFORMANCE STATEMENTS**

**Evaluation**

1. Report STAAR/EOC Assessment results to Superintendent and Chief Compliance and Accountability Officer; creates reports and analyses of campus performance and ratings.

2. Create DMAC reports for item analysis studies.

3. Assist the Chief Compliance and Accountability Officer in preparing the TAPR report for dissemination to the Board of Trustees and other stake holders.

4. Provide technical assistance and training for campuses in the evaluation and analysis of DMAC reports for specific target groups.

5. Receive district policies on grade acceleration and alternative methods for earning credit; make recommendations for revisions in line with legal requirements.

**Testing**

6. Facilitate district testing (STAAR/EOC/TELPAS, Field Tests, TPRI, Alternative Assessment)

7. Train campus STAAR/EOC coordinators.

8. Coordinate assessment trainings with special programs directors

9.	Maintain a district-wide test materials check out/check in system consistent with local and state test security policies and procedures; verifies campus answer documents; accounts for all test booklets.

10.	Develop district calendar for credit by exam testing opportunities.

11.	Review assessment results for accuracy and update relevant dates as needed.

12.	Coordinate with campus counselors in the ordering and administration of credit by exam.

**Budget Preparation**

13.	Maintain budget for all evaluation reports for the district, coordinates shipping and bus bills, and accounts for all  testing charges by department.

14.	Work with other departments in preparing budgets for testing and evaluation services.

**Technical Support**

15.	Coordinate with the Technology Department to install and update all online testing software and troubleshoot technical issues.

16.	Monitor the upload of teacher and student information from district's SIS to DMAC.

17.	Trains District staff how to utilize local and state assessment software platforms.

18.	Coordinate with the SIS data base manager or the uploading student staff assessment results into the SIS.

**Other**

19.	Provide DMAC credentials with FERPA guidelines for district and campus staff.

20.	Perform other duties assigned by supervisor.

21.	Maintain confidentiality of information.

22.	Attend trainings and conferences relevant to state assessment and testing.

## 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.

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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:** _____