

Jordan School District  
**EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION**

Job Title: **Testing Support Coordinator 242(S36) 206 (S37)** Job Family: 10  
 Department: Evaluation, Research, and Accountability Lane Placement: 6  
 Supervisor's Title: Director of Evaluation, Research & Accountability Contract: 242/206 Days  
 FLSA Classification: Non-Exempt Hours per Day: 8  
 Origination date: 09/84 Revised: 02/95 Revised: 01/99 Revised: 09/07  
 Revised: 07/13 Revised: 12/20 Revised: \_\_\_\_\_ Revised: \_\_\_\_\_

### **GENERAL FUNCTION**

Under the supervision of the Director of Evaluation, Research, and Accountability, the **Testing Support Coordinator** organizes activities and monitors personnel in the assessment administration section of the department; organizing the administration of all mandated assessments, and coordinating the work of the support clerks and assessment assistants. Assists in the training of teachers and school leaders on matters concerning the administration of mandated assessments; acts as a resource for parents, schools, District staff, and the general public; and manages testing archives, working with "hard copy" information, as well as electronic information.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

### **ESSENTIAL FUNCTIONS**

- Coordinate all assessment administration services for the department.
- Follows state testing ethics requirements and procedures.
- Plan and provide assessment administration training to school and District personnel and regularly communicate related updates and recommendations.
- Facilitate the implementation of assessment accommodations for eligible students and ensure that student accommodations are communicated to District and school personnel.
- Track student participation and test completion rates for schools.
- Plan, organize and assign work to support clerks and assessment assistants.
- Assist in the selection of department part-time assessment assistants.
- Provide necessary training, including remedial training when necessary, to assessment assistants.
- Assist the director in coordination and communication with the Utah State Board of Education (USBE) and the Board of Education on matters regarding federal, state and District-mandated assessments.
- Prepare and submit pre-assessment data files to Information Systems, USBE, and designated assessment vendors. Communicate assessment software and hardware updates and requirements to Information Systems.
- Maintain department hardware (i.e., Chromebooks, laptops, etc.) and other devices used to administer or provide support for assessments.
- Oversee and facilitate the distribution of all test materials to schools, the collection of test materials from schools, the submission of test answer documents to USBE or other scoring services and the distribution of test results to schools.
- Must travel to schools/warehouse to deliver and pick up materials and is required to provide own transportation to travel extensively in all seasons.
- Provide other departments with federal, state and District-mandated assessment information affecting Title I Federal programs.
- Oversee the distribution, collection, compilation and reporting of state and District sponsored surveys.
- Manage the District's testing archives and storage of federal, state and District-mandated assessments, including purging of archive files according to state protocols and guidance.
- Responsible for managing and maintaining the transfer of all current and archived files to the District's system requiring strict confidentiality.

- Ensure that student data privacy is protected in any hard copy or electronic communications with school and District personnel and parents.
- Create, organize, and maintain secure databases, spreadsheets and visualizations.
- Assist the Director in the correction and return of assessment error and data validation reports to USBE in an efficient and timely manner.
- Assist schools and the District with the administration of special testing or survey projects as approved and supervised by the director (e.g. ALPS).
- Provide additional support to the department by answering telephones; acting as receptionist; and typing, filing, disbursing, and compiling department information.
- Prepare, maintain, and distribute an annual assessment administration calendar and monthly assessment bulletins as approved by the director.
- This position requires punctual and regular daily attendance at work location.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires an Associate's degree in a related field plus two years of prior job-related work experience with demonstrated competence.
- Requires a working knowledge of the Skyward system.
- Must demonstrate skill in basic math and oral and written communication.
- Requires the ability to make decisions concerning the prioritizing of work assignments for the Assessment area.
- Requires the ability to monitor and supervise the work of clerks and assistants.
- Requires strong interpersonal skills; interacts with principals, counselors, teachers, parents, USBE personnel, patrons, students, vendors, district administration, and other school districts.
- Requires the ability to accurately respond to schools' questions or requests regarding various testing materials or procedures.
- Requires proficient skills in word processing, spreadsheets, and databases.
- Requires composition, grammar, and spelling skills.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must be able to provide own transportation, as position may require travel from school to school on a daily basis.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

#### **Machines, Tools & Equipment Used:**

- Standard office equipment (e.g. computers, telephone, copiers, and fax).

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit and stand; occasionally required to walk, stoop, kneel, or crouch. The assistant is frequently required to use hands and arms to reach, hold, move and handle testing supplies.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*