

**South Tippah School District
District Test Coordinator
Job Description**

Qualifications:

Mississippi Administrator Certification

Reports To:

Superintendent

Job Goal:

To help the district to evaluate and revise its methods and procedures for local testing and evaluation of student performance in order to provide for a consistently high standard of teaching excellence and student achievement in the district, and to coordinate the state testing program within the district.

District Test Coordinator Duties:

Oversees the South Tippah School District's SATP and GLTP Statewide testing program.

Performance Responsibilities:

1. Attends all DTC trainings
2. Conducts test training for all School Test Coordinators, administrators, special education personnel, etc. in the STSD
3. Keeps all STC's informed regarding deadlines and events
4. Monitors test security throughout the year
5. Orders and receives all tests
6. Inventories, sorts and packages test materials for each school
7. Delivers test materials to schools
8. Receives, packages and returns all test materials
9. Handles any investigations resulting from possible test security violations
10. Contacts the Office of Student Assessment with any issues or questions related to testing
11. Works with Special Education personnel regarding Allowable Accommodations
12. Receives, processes and distributes all score reports to the respective schools
13. Compiles score data into formats that allows for comparison to data from prior years
14. Assists with the assessment process for English Language Learners
15. To perform such other duties as may be assigned by the Superintendent

Terms of Employment:

Salary to be established by the School Board

Evaluation:

Superintendent

Approved by: _____ Date: _____

Agreed to by: _____ Date: _____