

Part-Time Data/Testing Coordinator Job Description

Reports to: Building Administrator

Approved: May 7, 2015

Revised: October 21, 2019

Reviewed: May 11, 2022

Qualifications, Skills, and Abilities:

1. Educational level: Associate degree, 2 years (32 semester hours) of college, or having passed a paraprofessional-qualifying test (Praxis).
2. Proficiency Skills: Written and oral communication skills. Knowledge of effective instructional techniques and strategies. Demonstration of fair and equitable classroom management skills.
3. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.
4. Punctual and reliable.
5. Ability to schedule all testing as required by the Idaho State Department of Education (IRI, ISAT2, NAEP, etc.) and/or school staff.
6. Ability to communicate with State Vendors and other State Departments when collecting and recording data.
7. Ability to interact with and communicate positively and effectively with all school personnel and students.
8. Basic knowledge of various computer software programs necessary for job performance.
9. Understand and oversee District policy and procedure relating to all State testing.
10. Ability to understand systems and scoring methods for school-wide progress monitoring and benchmark testing.

Job Summary:

Responsible for overseeing summative testing school wide, collecting data from testing and providing testing for teachers use in collaboration, implements state testing requirements and reporting, and other duties assigned related to monitoring testing and student time in computer lab.

Major Duties and Responsibilities:

1. Assists staff to create a yearly assessment calendar based on state testing dates
2. Makes data immediately available to teachers following the assessments for collaboration.
3. Assists teachers in preparing data for collaboration, as requested.
4. Prepares computer lab for scheduled testing and organizes testing times in collaboration with teachers.
5. Works closely with Special Education team to guarantee appropriate accommodations are available for special education students, including ISAT Alt-Test.

6. Oversees and/or administers and scores the IRI assessment given three times a year to students in grades K-3.
7. Record assessment data in individual student cumulative folders.
8. Assists staff in teaching students keyboarding and typing as well as other computer skills necessary to navigate state computer-based testing.
9. Perform other related duties as assigned.

Evaluation:

Performance of this position will be evaluated annually by the Building Administrator in conformance with federal and state law, administrative rules, and Board policy.

Note:

Classified employees are those non-certificated employees who are employed by the District or personnel hired in positions which do not require certification. With the exception of those classified employees who are hired for a stated specified time, all classified employees shall be regarded as “at-will” employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public policy or violate any other provision of law).

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.