

Oelrichs School District 23-3

JOB DESCRIPTION

Position: District Testing Coordinator

Supervised by: Oelrichs School Principal

Qualifications:

- A. Organized: thinks through complex processes, creates structured plans, and assures implementation
- B. Responsible: sees tasks to successful completion
- C. Detail-Oriented: assures accuracy of every aspect/document related to testing
- D. Dedicated: goes above and beyond
- E. Education: Meet certification requirements as established by the State of South Dakota.
- F. Must be familiar with the state of South Dakota testing procedures and be familiar with testing laws.

Performance Responsibilities:

Coordinate the administration of all statewide assessments, including preparation before and follow up after testing windows.

- Northwest Evaluation Association (NWEA MAP)
- Smarter Balanced Testing (SBAC)
- National Assessment of Educational Progress (NAEP)
- Armed Services Vocational Aptitude Battery (ASVAB)
- Aimsweb
- South Dakota Science Testing

Job Description:

- Implement all policies and procedures for the statewide assessment as directed by the Test Coordinator's Manual
- Adhere to all state policy regarding the reporting of security breaches and/or infractions
- Assure the security of all secure testing documents
- Adhere to all established timelines
- Assure the accurate completion of all testing documents
- Assure that students with disabilities take the correct tests and that students receive appropriate testing accommodations
- Assure that appropriate testing environments are maintained
- Train building level staff in test security and administration; assure implementation of security and administration procedures
- Maintain school level records and documents for all statewide testing
- Communicate and coordinate with school administration related to testing
- Work with the data managers and school counselors as enrollment changes to maintain and accurate and complete file of test histories and counts of students in each testing program
- Coordinate with school counselors the administration of NAEP and ASVAB

- Must be able to manipulate the software with Infinite Campus in order to ensure that all student information transfers correctly
- Assist with school wide assessments as assigned by the district and/or school administration

Evaluation:

Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy on evaluation for professional personnel.

Terms of Employment:

Salary and work year as established by the Board of Education.

The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Please send your letter and resume to: Deana Castro at deana.castro@k12.sd.us