

# Vanguard Academy

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Position/Title: District Testing Coordinator

Department: \_\_\_\_\_

Pay Scale: To Be Determined

Location: Vanguard Academy

Reports to: Chief Operating Officer

Exempt: Non-Exempt/Executive or Administrative

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## Primary Purpose:

Implement state and federally mandated student assessment programs for the district. Ensure security and integrity of testing materials and data in accordance with state and federal requirements.

## Qualifications:

### Education/Certification:

Master's degree in Educational Leadership

### Special Knowledge/Skills:

Knowledge of the state testing program and accountability system

Ability to use student test data systems

Ability to perform statistical analysis

Ability to use personal computer and software programs to collect, report, and present data and test-related information

Ability to develop and deliver training to adult learners

Excellent organizational, communication, and interpersonal skills

### Experience:

5 years teaching experience

10 years Elementary and Secondary Administrator Experience

## Major Responsibilities and Duties:

### Testing

1. Implement procedures for ensuring security and confidentiality of state-mandated testing programs and other assessments. Direct and oversee test implementation and monitor testing activities to ensure that procedures are followed and deadlines met.
2. Provide timely support for testing administrators.
3. Consult with staff to provide appropriate testing accommodation for Limited English Proficient (LEP) students and students receiving special services.
4. Identify, investigate, and address testing irregularities. Report discrepancies and disciplinary actions taken against students and staff as required.



### **Analysis and Collaboration**

5. Develop and distribute statistical studies, analysis, and evaluation reports as required.
6. Work with instructional teams to analyze test data and develop student achievement goals and objectives.
7. Consult with district staff to develop, administer, and interpret assessment guidelines and procedures.

### **Recordkeeping, Reporting, and Inventory**

8. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
9. Complete evaluation and compliance reports as required by federal and state programs.
10. Track and monitor location of test materials throughout the distribution, return, and storage process.
11. Compile, maintain, file, and secure all reports, records, and other required documents.

### **Other**

12. Contribute to the development and delivery of training for district and campus test administrators to ensure that tests are conducted and procedures are consistently followed.

### **Supervisory Responsibilities:**

Direct the work of district and campus test administrators and others assigned to conduct tests.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting, carrying and walking.

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent district wide travel, regional wide travel and occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**Additional Information:**

Persons interested in this position must apply by obtaining an application at our Central Office or printing the application online.

Provide the following documents:  
Official transcripts, service records and references

**Contact Information:**

Website: [www.vanguardacademy.education](http://www.vanguardacademy.education)

Address: Central Administration Building 1200 E. Kelly Pharr, TX 78577

Position Posting Date: August 7, 2017                      Position Closing Date: August 18, 2017

Vanguard Academy is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with federal, state and local laws providing equal employment opportunities, as well as all laws related to terms and conditions of employment. Vanguard Academy desires to keep a work environment free of sexual harassment or discrimination based on race, religion, color, national origin, physical or mental disability, age or any other status protected by federal, state or local laws.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_