

Job Description

Job Title: Campus Testing Coordinator/Interventionist
Reports to: Campus Principal and District Testing Coordinator
School: Ore City Elementary

Purpose:

Implement state and federally mandated assessment programs for the campus. Ensure security and integrity of testing materials and data in accordance with state and federal requirements. While serving as Interventionist, this person is responsible for supporting student achievement in the areas of ELA Reading and Mathematics. The Interventionist provides individual or small group instruction to students who are identified as struggling academically. This position is also responsible for monitoring, reporting, and communicating student progress and performance.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited college or university
Hold Texas teaching certification, preferably in elementary grade levels

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 organization, communication, and interpersonal skills

Experience:

Three years teaching experience preferred

Major Responsibilities and Duties:

Testing:

- 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.
- Provide timely support for testing administrators.

- Consult with staff to provide appropriate testing accommodations for students receiving special services (LEP, Special Education, 504).
- Identify, investigate, and address testing irregularities. Report discrepancies and disciplinary actions taken against students as required.
- Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
- Complete evaluation and compliance reports as required by federal and state programs.
- Compile, maintain, file, and secure all reports, records, and other required documents.
- Contribute to the development and delivery of training for test administrators to ensure that tests are conducted and procedures are consistently followed.

Interventionist:

- Provide high quality instruction to individual students and small groups.
- Use data to provide instruction to students and to bring their skills to grade-level.
- Collaborate with teachers, administrators, and families to help identify best practices for individual and small groups of students.
- Use identified research based interventions that focus specifically on individual student needs.
- Maintain data-based documentation of continuous monitoring of student performance and progress.
- Provide data to school teams and participate in decisions about student progress.
- Communicate with teachers, administrators, and families regarding student progress.
- Assist with identifying students for placement in intervention groups.
- Participate in meetings with teachers, administrators, and families to discuss student placement and progress.
- Provide diagnostic assessments for students as needed.
- Provide input for program development.
- Support implementation of assessment tools and data management systems.