

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** **TESING AND ASSESSMENT COORDINATOR (10 MONTH POSITION)**

**QUALIFICATIONS:**

1. Valid New Jersey Teaching Certificate
2. Minimum experience as determined by the board
3. Demonstrated leadership capability in the areas of Testing and Assessment
4. Strong interpersonal and communication skills
5. Strong organizational skills
6. Strong public relation skills
7. Ability to maintain confidentiality
8. Minimum 4 years' secondary classroom experience
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Principal

**POSITION GOAL:**

The Testing and Assessment Coordinator, under the supervision of the principal ensures that all state and federal assessments and tests are properly prepared for, implemented and accounted for on state reports. In addition, the position may be required to cover areas of oversight as determined by the building principal.

**ESSENTIAL JOB FUNCTIONS:**

1. Responsible for organization, implementation, verification, collection, and distribution of materials for all assessments.
2. Responsible for ensuring that testing procedures and deadlines are adhered to.
3. Maintains the necessary databases (both state and local) for all testing and assessments.
4. Responsible for training required for state assessments.
5. Investigates and creates submissions for test irregularities.

6. Secures appropriate testing locations for required tests and ensures transportation is available when necessary.
7. Assures the security of all secure testing documents
8. Attends all state required training for standardized assessments.
9. Oversees district testing personnel for their assigned tests.
10. Assigns Proctoring and other testing assignments.
11. Works with department administration on course specific testing.
12. Ability to analyze testing data and present findings.
13. May perform teacher responsibilities and duties in support of testing.
14. Coordinate with the Director of Special Education, counseling staff and principal regarding special testing provisions for students with disabilities.
15. Ensures appropriate coverage for testing including the hiring of substitute teachers when necessary.
16. Works with the technology department to ensure the appropriate technology needs are available for testing.
17. Assures that appropriate testing environments are maintained.
18. Work with data managers and school counselors as enrollment changes to maintain an accurate and complete file of testing histories and counts of students in each testing area.
19. Submit necessary state reports.
20. Performs other Duties as assigned.

**TERMS OF EMPLOYMENT:** As per combined agreement between NHEA and Northern Highlands BOE

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: June 3, 2019