

DISTRICT TEST COORDINATOR JOB DESCRIPTION 2018-2019

Assigned Area of Instruction: District and Site Test Coordinate

Exemption Status: Exempt .3 FTE On campus during all testing days, including make up days and other days as required for test prep, training, and wrap-up to complete the testing process.

Fund: Operational, Student Support

Immediate Supervisor: Head of School

SUMMARY: Test Coordinator

- The Testing Coordinator works with the school's administration and faculty in developing, understanding and communicating assessment protocols and schedules in order to generate effective responses to the school/students' needs and to ensure the best possible testing environment. Essential components to the position are the possession of substantive organizational skills and the ability to oversee/supervise the effective implementation of required state and district assessments. This individual must be able to provide training to school staff in using formative assessments to enhance and engage student learning as well as facilitate the administration of state mandated assessments. Additionally, the Testing Coordinator will certify ethical testing practice within the school building.
- The Testing Coordinator disaggregates data and works with the school's administration and faculty in understanding assessment data in order to generate effective responses to the school/students' needs and to drive instruction.

Outcomes

- Managing the implementation and certification of required state and school testing
- Organizing, managing, and implementing all standardized testing for NMSA students, including training of staff, maintaining accurate and complete records, coordinating distribution and collection of secure test materials, administering tests in accordance with the established test calendar, providing and completing all test documents or reports to the NMPED by established deadlines;
- Certifying as to the ethical testing practice within the school building and providing training to staff on ethical and legal testing, test security, and data reporting procedures
- Providing teachers and instructional support staff with assistance in developing and using local assessments to better align instruction to student needs;
- May perform teacher responsibilities and duties in support of testing;
- Planning and conducting staff development activities that focus on the use of data and assessment to enhance learning and collaborative instructional planning;
- Coordinate with the Special Education Staff, Counselor and Principal regarding special testing provisions for Students With Disabilities, including the hiring of substitute teachers

- Acting as the school-based lead in the implementation of district and school-based assessment programs (PARCC, EOC, PSAT, Interim Assessments); and
- Performing other duties as assigned.

Staff at New Mexico School for the Arts are expected to: operate within and instill in students the growth mindset; provide far-reaching advocacy for students; participate in data-driven instructional practices, including interim assessments; and collaborate with faculty, administration, and staff to support a path to success for all students, regardless of educational level or background.

ESSENTIAL FUNCTIONS:

EDUCATING STUDENTS

- Cooperates in the development and implementation of the school program of instruction.
- Plans and implements a program of study that, as much as possible, meets the individual needs, interests and abilities of students and complies with Public Education Department standards and the New Mexico goals and objectives.
- Guides the learning process toward the achievement of curriculum goals. Establishes clear objectives for all lessons, assignments, units and projects in harmony with curriculum goals and communicates the objectives to students.
- Employs instructional methods and materials that are most appropriate for meeting stated objectives including the use of computers and other technological classroom support equipment in student instruction.
- Meets and instructs assigned classes in the locations and at the times designated.
- Demonstrates commitment to the school's mission, academic program and student academic outcomes as outlined in the approved charter. □

MANAGING STUDENT BEHAVIOR

- Establishes and maintains standards of appropriate student behavior and discipline to achieve a functional learning atmosphere in the classroom and assists in its maintenance campus wide.
- Provides and maintains a safe and supervised environment in the classroom and on the school grounds.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of □students. □

EVALUATING STUDENT PROGRESS

- Monitors teachers in the evaluation of the learning progress of students on a regular basis using appropriate assessments.
- Prescribes effective learning programs and initiates referrals to appropriate personnel when concerns arise.
- Monitors teachers in the assessment of the accomplishments of students on a regular basis and provides progress reports as required.
- Administers group standardized tests in accordance with the school testing program. □

PROFESSIONAL COMMUNICATIONS

- Establishes and maintain open lines of communication with staff and administrators concerning students' academic, social and behavioral progress.
- Establishes and maintain open lines of communication with staff and administrators concerning the progress of implementation and effectiveness of online classes.
- Cooperates with professional staff and support personnel in assessing and helping students with health, attitude, learning and behavioral problems
- Communicate and cooperate with other professional staff in academic and personal growth areas.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility □

MANAGEMENT

- Selects and requests appropriate books and instructional materials and maintains required inventory records.
- Provides directions and materials for substitute teachers. Plans for and supervises classroom aides, guests and volunteers.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, school policy and administrative regulations.
- Shares the responsibility for the supervision and care of school inventory, proper and safe use of facilities, equipment □and supplies, and reports safety hazards promptly □

UPHOLDS PROFESSIONAL STANDARDS OF CONDUCT

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the New Mexico School for the Arts.
- Safeguards confidentiality of privileged information.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.
- Conforms to New Mexico School for the Arts policies including attendance, absences and evaluations.
- Attendance must be adequate to acceptably perform listed job functions.

EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

- Technology skills with MAC and PC platforms and various LMS or the ability to acquire expertise with new LMS and other platforms
- Effective communication skills, both verbal and written.
- Flexibility, organization, decision making and problem solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Understand and explain to teacher computer systems, financial procedures, and legal requirements.
- Ability to meet deadlines, work on multiple projects simultaneously, and coordinate the work of others.
- Follows all laws, regulations and guidelines affecting teachers and students.
- Follows effective classroom management techniques.
- Ability to maintain positive relationships with students, parents, community members and

staff. □

EDUCATION AND LICENSURE

- Minimum Bachelor's degree.
- Current New Mexico teaching certificate endorsed in the area to be taught.

WORKING ENVIRONMENT

- The employee works with various staff members in a team environment including the administrative staff, parents, students, advocates and others outside the school.
- Frequent interactions with people in-person and on the phone will be necessary.
- Duties are performed indoors and outside in a normal school environment.
- The noise level in the work environment is usually moderate. □

PHYSICAL DEMANDS

- The employee must occasionally lift and move up to 25 pounds in supplies, which requires bending, stooping and lifting.
- The employee must have the ability to adjust focus on a computer monitor in order to get information from a variety of information systems.
- The employee must use hands and arms to manipulate objects.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee must occasionally work outside.
- The employee must be able to use and move/lift variety of instructional materials in the classroom.
- The employee must be able to see and hear on a continuous basis as well as speak frequently.
- Employee must be able to move quickly from place to place on occasion over smooth to uneven surfaces on the □playground or on grass.
- Walk through classroom and be able to maneuver tight spaces, e.g. between desks.

- When dealing with students may entail kneeling, squatting, stooping and bending on an occasional to frequent basis on a given day. □

EMOTIONAL DEMANDS

- Manage the repetitive instructional preparation, review, and grading of student assignments without experiencing undue stress (which leads to emotional detachment from the teaching process and to ineffectiveness in the classroom).
- Maintain high emotional energy and display enthusiasm for the subject matter and individual student effort.
- Develop effective coping strategies for dealing with the fatigue and stress of ongoing involvement in teaching, supervising, and monitoring of students.
- Address stressful events created by hostile, confrontational students by remaining calm and listening non-critically, reasoning objectively, and remaining consistent in judgments.
- Ensure that out-of-classroom pressures (personal, home, business) do not interfere with overall effective teaching performance.
- Enhance one's professional teaching commitment with punctuality and attendance (avoiding the “coming late, leave early”, or "often absent" syndrome).
- Realize the need to seek timely professional assistance as necessary to maintain emotional stability and professional standards of conduct.
- Possess emotional openness to constructive feedback from peers, consulting teacher/mentors, and administrators regarding compliance with professional standards.
- Analyze and remedy emotional needs or unresolved conflicts which interfere or preclude adhering to policy, administrative direction or professional standards. □

This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the New Mexico School for the Arts will be housed in the Business Office and are updated periodically. Copies are available on request.

REVIEWED: □

Employee Signature

Date

Principal Signature

Date ☐