

East Newark Board of Education
501 N. Third Street, East Newark, N.J. 07029
973-481-6800

Title: Testing Coordinator

Reports to: Chief School Administrator

Job Goals: To direct and monitor an ongoing program of student assessment and testing and to improve overall student performance on standardized tests, districtwide

Qualifications:

- Must hold a New Jersey Department of Education Teaching Certification.
- Must have experience in using academic data to impact instruction and school systems thinking and planning.
- Knowledge of data processing software is invaluable.
- Skill in explaining testing and statistics to administrators, teachers, and parents.
- Ability to communicate, both in writing and orally, technical information in a way that is understandable to people without technical training.
- The ability to create and maintain a climate of respect and fairness for all students.
- Ability to effectively motivate and assess students academically and socially.
- Ability to work as a member of a high functioning team.
- Understanding of the laws that govern students' state and federal rights.
- Knowledge of standardized testing administration and protocols
- Strong understanding of cultural proficiency, equity, opportunity, and access required.

Key Competencies:

- Patience
- Organization and planning
- Flexibility
- Teamwork

Performance Responsibilities:

- Coordinates and supervises the district's annual student testing and assessment programs.
- Evaluates on an ongoing basis the system's testing programs.

- Supervises the scoring of tests, conducts statistical analysis of test results for all schools, and maintains baseline data for comparative studies and reporting.
- Serves as consultant in developing, administering and reporting statistical studies and analysis made in the district.
- Supervises the administration of all standardized testing in the district. Directs the planning, implementation and staff preparation for testing in the district.
- Serves as a member of the district's evaluation team.
- Develops implements, interprets, and communicates the results of the district's testing program to school staff, and other interested parties.
- Serves as a resource person in planning and conducting in-service educational activities for the improvement of teaching practices in the areas of test construction, test administration, and test results evaluation.
- Assists in developing district goals and objectives.
- Maintains a master file of current state, county and district rules, and regulations relevant to mandated testing programs and disseminates information to staff members as needed.
- Respond to telephone, written or in-person requests from parents, students, members of the public or other districts for information or assistance regarding test results.
- Completes all assigned questionnaires and governmental forms and submits reports as requested by the Superintendent.
- Prepares informative reports and instructional materials for the guidance counselors, teachers, and other professionals who use group test results in performing their own duties.
- Supports in-service training, as needed.
- Participate in the development, evaluation, and revision of curriculum, as required.
- Attends state and county training sessions relevant to testing programs
- Assists the Superintendent and other administrative personnel in the preparation and analysis of statistical data as required.
- Develops and coordinates all district-wide research projects determining the ethics and appropriateness of such research
- Coordinates instructional programs to improve student's achievement.

Evaluation: The Supervisor of Testing will be evaluated by the Superintendent

Board approved: October 21, 2019