

**ALAMO NAVAJO SCHOOL BOARD
POSITION DESCRIPTION**

TITLE:	Test Coordinator	EMPLOYMENT TERM:	School Year
DIVISION:	Education	DEPARTMENT:	Academic
EXEMPT/NON-EXEMPT:	Exempt	FUNDING SOURCE:	ISEP

QUALIFICATIONS:

- Master’s Degree or equivalent in Guidance and Counseling
- 3 or more years of successful experience as an elementary or secondary classroom teacher, with strong positive recommendations or performance evaluations.
- Ability to organize, interpret and present statistical data to users in a manner appropriate to users’ skill set and needs;
- Ability to work in a team relationship with other school-based professionals;
- Knowledge of all regulations governing test administration and data reporting policies and procedures
- Extensive knowledge of basic software applications (Excel, Word, PowerPoint, and email) and statistical software
- Must be willing to travel & remain overnight on Alamo Navajo School Board, Inc. business.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

ADDITIONAL PREFERENCE:

- Must have a good working background for administration of Academic Counseling and Guidance programs
- Working knowledge of the language, traditions, relationships and customs of the community.
- Working knowledge of the physical, economic and social problems of the community.
- Working knowledge of appropriate professional inter-personal interactions with colleagues, supervisors, other school staff, students, parents and community members.

Credentials, Licenses and/or Certificates:

Current New Mexico Counseling License and Endorsements, or eligible for New Mexico Provisional Licensure.

SUPERVISED BY: Principal

SUPERVISES: None

PAY RANGE: The incumbent is paid biweekly, following the completion of each official pay period, on the current ANSB Professional Teacher Salary Scale based on level of licensure from the State of NM Public Education Department.

WORKING HOURS: 40 hours a week

LUNCH HOUR: One Hour

POSITION GOAL: The Testing Coordinator analyzes data and works with the schools’ administration and faculty in understanding assessment data in order to generate effective responses to the school/students’ needs. 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 county 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.

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DUTIES & RESPONSIBILITIES:

1. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo School Board Policies and Procedures.
2. Supports and carries out responsibilities in accordance with New Mexico State Educational Competencies.
3. Represents Alamo Navajo School Board in a manner reflecting professionalism and which enhances Community understanding of the program.
4. Protects the confidentiality of student & personnel information.
5. Maintains a high personal standard of professional and ethical conduct. Accepts professional responsibility for keeping informed on current educational topics and advancements.
6. Performs an annual overall formative and summative evaluation of programs, plans, and procedures, and reports to the Board (through immediate supervisor) their professional opinion of the analyze of programs strengths, weakness, and areas needing refinement, and makes recommendations for needed improvements in related policy, staffing, equipment, and services.
7. Develops and systematizes a criterion referenced testing program based upon subjects and content actually taught in the classrooms at the various grade levels.
8. Administers standardized test instruments as scheduled and assigned.
9. Relates and interacts with colleagues, supervisors, other school staff, students, parents and community members in professional manner.
10. Assures that materials, equipment, and records are kept secure and free from unwarranted wear and tear or vandalism.
11. Makes meaning of multiple data sources in support of the data driven decision-making efforts of school leadership;
12. Monitors student achievement through the use of quarterly milestone and other formative data;
13. Interprets test results and provides written interpretation and analysis for school and individual teacher use. Excellent communication skills, verbal and written;
14. Analyzes school and BIE assessments;
15. Analyzing data to assist in the development of school improvement plans;
16. Generates graphic visualizations of data in efforts to assist school leaders in making information meaningful and actionable;
17. Organizes, manages training of staff as related to testing and use of related data.
18. Maintains 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 to appropriate departments by established deadlines;
19. Certifies as to the ethical testing practice within the school building and providing training to staff on ethical testing, test security, and data reporting procedures;

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- 20. Provides teachers and instructional support staff with assistance in developing and using local assessments to better align instruction to student needs;
- 21. Plans and conducts staff development activities that focus on the use of data and assessment to enhance learning and collaborative instructional planning;
- 22. Trains staff in the use of MAPS resources to support the implementation of standardized assessments across subject areas within the grade-levels, i.e. voluntary state curriculum, teacher tool kits, sample assessments, scoring rubrics, district curriculum frameworks, district Quad Plans, and district lesson plans;
- 23. Acts as the school-based lead in the implementation of district and school-based assessment programs (i-Ready, NWEA, PARCC etc.);
- 24. Prepares reports, written plans and documents as directed.
- 25. Provides for own professional growth through ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge and skills learned on the job.
- 26. Performs other duties as may be assigned by the supervisor.

SPECIAL CONDITIONS:

Position is subject by law to fingerprinting and a criminal character background investigation.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, policies and procedures.

Board Approved: 12/16/2015

CERTIFICATION

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee

Date

Immediate Supervisor

Date