

Job Description

JD AM 108  
Updated: September 2009

**Position Title:** **Testing Program Coordinator**

**Qualifications:**

- Certified and licensed classroom teacher, administrator, or counselor.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to lead and manage others effectively.

**Immediate Supervisor:** District Administrator

**Position Function:**

Establish, maintain, monitor and report pupil progress on any Board approved district achievement test(s), and prepare for publication with the annual performance disclosure report the results of student academic progress.

**Specific Responsibilities:**

1. Report annually the results of the Board approved achievement test and the Wisconsin Student Assessment System (WSAS) test to teachers, students, parents, community, district administrator and Board of Education.
2. Assist to establish District approved achievement test expectations and goals. Assist to establish minimum standard of academic proficiency for all established core subjects.
3. Assist in aligning the district's curriculums with the WSAS state test and other district approved testing.
4. Interpret achievement test results and make necessary recommendations for curricular, staff or program changes.
5. Identify students who are not meeting district level learning expectations and recommend corrective educational programs and strategies to meet student needs.
6. Provide assistance to the gifted/talented program coordinator for programs and strategies for gifted and talented students.
7. Maintain charts and graphs showing academic progress for all grades in the subjects of reading, language arts and mathematics.
9. Follow the District's policy in testing students with exceptional educational needs.
10. Help to interpret test results to parents.
11. Establish a testing program that reflects a true measurement of academic achievement and is aligned with District's educational philosophy.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the District Administrator.