



## Classified Job Description

CSEA Revised: June 18, 2015  
NJUHSD Board Revised: June 24, 2015

Position Title:	<b>DISTRICT TESTING AND ACCOUNTABILITY COORDINATOR</b>
Contract Term:	12 months
Salary Range:	23

### GENERAL DEFINITION:

*Coordinates the administration and record maintenance of mandated tests for all NJUHSD sites – exclusive of aptitude testing and psychological testing; performs a wide variety of secretarial/clerical functions to maintain needed verifications.*

### UNDER SUPERVISION OF:

Superintendent/Designee

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works with sites to coordinate district-wide testing programs, including, but not limited to state testing, college entrance testing, advanced placement testing, foreign exchange testing.
2. Collects and reports pertinent data as needed, i.e. Healthy Kids survey.
3. Assists in the collection and reporting of data related to federal and state and district accountability targets.
4. Trains employees at district sites in test administration as needed including ability to access computer testing information and relevant reporting.
5. Maintains data and generates related reports for state and federal accountability purposes.
6. Works with sites to ensure proper identification and integrity of data of special populations for the purpose of test pre-identification and reporting (ELL, economically disadvantaged, GATE, Title I, foster youth, special education, etc.)
7. Provides site and district staff with current and historical federal, state and local accountability data.
8. Maintains the integrity of the testing process.
9. Receives, inventories, and distributes materials to site staff and returns materials to appropriate agencies.
10. Coordinates and provides support for inputting all testing information into the SIS.
11. Participates in correspondence and articulation with surrounding feeder schools and non-public schools.
12. Collects and reports pertinent data as needed.
13. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
14. Other related duties as assigned.

### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent. Some college courses related to test composition, scoring and interpretation. Previous experience with test format, administration, scoring and interpretation or equivalent experience, preferably in a school environment.

### CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

**REASONING ABILITY:**

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

**OTHER SKILLS AND ABILITIES:**

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, graphics, and database management software. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***