

Job title	<i>Temporary Testing Administrator</i>
Reports to	<i>Principal</i>

Job purpose

Coordinates and oversees all day-to-day aspects of the administration of a range of standardized testing activities conducted in a centralized testing center, to include development and coordination of testing program policies and procedures, recruitment, training, and supervision of testing staff, and administration of testing carried out by proctors in accordance with established procedures. Manages the operation and maintenance of the center's computer testing pod.

Duties and Responsibilities

- Organizes and implements all standardized testing for IAA 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
- Certifies as to the ethical testing practice within the school building and provides training to staff on ethical and legal testing, test security, and data reporting procedures
- Coordinates with the Special Education Staff, Principal, and Director of Curriculum and Instruction regarding special testing provisions for Students with Disabilities

*Other duties as assigned

Qualifications & Skills

- Bachelor's degree
- Valid Indiana State Teacher Certification
- 2-3 years of experience in test coordination or administration
- Must complete testing training (including WIDA testing)
- Preferred experience in an urban public school or charter school setting

Physical requirements

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

Approved by:	
Date approved:	
Reviewed:	

