



EDUCATION . . .  
*Road To Success*

## HANCOCK PLACE SCHOOL DISTRICT

**SECTION:** 100 Central Office Administration  
**TITLE:** 004 Coordinator of Testing & Assessment

---

<b>TITLE:</b>	Coordinator of Testing & Assessment
<b>QUALIFICATIONS</b>	Selected by the Superintendent and Assistant Superintendent.
<b>REPORTS TO / EVALUATED BY:</b>	Superintendent and Assistant Superintendent
<b>SUPERVISES:</b>	none
<b>TERM OF POSITION:</b>	10-Months
<b>SALARY:</b>	Applicable column and step on the school district's salary schedule
<b>VACATION:</b>	none
<b>CONTRACT:</b>	One-Year Contract
<b>JOB GOAL:</b>	The goal of the Coordinator of Testing & Assessment is to assist the Superintendent and Assistant Superintendent in providing leadership in the ongoing improvement of the overall testing and assessment process of the school district.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* The Coordinator of Testing &amp; Assessment will be responsible for developing the school district's assessment calendar.</li><li>* The Coordinator of Testing &amp; Assessment will be responsible for ordering and returning all testing materials used in grades K through 12 in a timely manner and according to the testing calendar and the district's testing objectives.</li><li>* The Coordinator of Testing &amp; Assessment will be responsible for interpreting all testing data and reporting the data to all respective building level administrators.</li><li>* The Coordinator of Testing &amp; Assessment will be responsible for assisting all building level administrators in developing strategies that will enable the district to appropriately improve student achievement at the highest level.</li><li>* The Coordinator of Testing &amp; Assessment will be responsible for assisting all building level teachers in developing strategies that will enable the district to appropriately improve or maintain student achievement at the highest level.</li><li>* The Coordinator of Testing &amp; Assessment will be responsible for preparing the district's Annual Testing Report.</li><li>* The Coordinator of Testing &amp; Assessment will be responsible for exploring professional development opportunities for staff to assist them in identifying alternative assessment techniques and strengthening assessment skills.</li></ul>