



Part-Time Testing Coordinator

Job description: The Testing Coordinator oversees all testing for the school including BOG's, EOG's, Read to Achieve and NWEA. They are responsible for being in contact with the Department of Instruction for all testing requirements. The testing Coordinator works with administrative staff to review data and support teachers with interpreting the data to drive instruction.

- Attends training sessions and webinars conducted by NCDPI regional coordinator.
- Attend grade level meetings after NWEA MAP assessments to review data
- Support teachers in the understanding and use of data to drive instruction
- Collaborate with the Academic Director and EC/MTSS Coordinator about data and overall needs of the school based on data results.
- Develops a year-long testing plan to include training, administration, accommodations, and security
- Maintains test security for all testing situations
- Maintain and oversee English Learners Assessments: WIDA Training Site, W-APT Materials Site, WIDA AMS Site
- Order, receive, distribute and return shipment of EOG materials
- Facilitates EOGs
- Provides training for staff and volunteers prior to testing
- Monitor and update EVAAS, Teacher Rosters
- Submits Economically Disadvantaged Students (EDS), validates Accommodations (ACCOM) English Learners (LEP), Student With Disabilities(SWD) files
- Updates/Maintains Charter Quality Assurance Sign Off

Desired Qualifications:

- Professional demeanor, speech, and appearance
- Demonstrate high ethical standards, including professional discretion
- Experience in a school setting is a must
- Proficiency in data analysis and meeting deadlines
- People skills and ability to communicate with administration and staff appropriately verbally and in writing
- Strong work ethic
- Bachelor's degree (Educational college degree preferred)