CERTIFICATED

COORDINATOR OF COLLEGE READINESS AND TESTING

JOB SUMMARY:

Under the direction of the Director of Accountability and Assessment, the Coordinator of College Readiness and Testing will coordinate and implement the District's assessment programs, including all College Board, state, and local assessments.

ESSENTIAL FUNCTIONS:

1. Provide oversight for the District's assessment programs including registration and administration of exams for students with approved accommodations
2. Manage third-party contracts and relationships related to college readiness and testing
3. Meet regularly with and maintain positive partnerships with CDE and testing vendors
4. Ensure each high school completes the AP course audit and communicates requirements, deadlines, and timelines with students, families, and teachers
5. Train school site Testing/SSD Coordinators on their role and responsibilities to ensure a compliant and supportive testing environment for all students
6. Train teachers and site administrators on audit processes and deadlines
7. Direct teacher training and instructional practices to align with College Board AP Audit requirements
8. Train teachers on the AP Audit process and annual updates
9. Train teachers on state and local assessments
10. Collaborate with site administrators to secure exam testing locations/facilities as well as necessary equipment such as tables/chairs, sound systems, digital support tools, etc.
11. Coordinate with Business Services to schedule a team to set up and breakdown furniture for exam rooms following the College Board and ACT seating requirements
12. Collaborate with Human Resources to recruit test proctors for exam administration
13. Evaluate test proctors to ensure they are scheduled in compliance with the College Board and ACT requirements for exam proctors
14. Collaborate with the site administrator at each school to schedule test proctors
15. Develop test proctor training
16. Develop and communicate proctor schedules to test proctors
17. Ensure efficient collection, submission, and processing of test proctor time cards for proctor shifts work in alignment with approved compensation structures
18. Provide leadership and oversight for the schools to ensure they schedule PSAT, ACT, and SAT proctors in compliance with the College Board and ACT requirements for exam proctors

19. Collaborate with the technology department to ensure connectivity, hardware, and software needs are addressed in preparation for digital exam administration
20. Set and track the testing budgets each year
21. Support site administration in monitoring assessment administration and addressing parent questions and concerns
22. Provide oversight to ensure equity among campuses for all socio-economic groups
23. Ensure assessment administration processes are in alignment with approved Board Policies and Administrative Regulations
24. Collaborate with district communication team to ensure exam policies, procedures, locations, registration information, etc are posted on district communication platforms
25. Perform other duties as assigned

QUALIFICATIONS:

Knowledge of:

1. District and individual school preparation for statewide testing programs
2. Proper conditions, practices, and procedures for testing
3. Rules and regulations regarding the administration of standardized tests in the California public schools
4. Technical variables associated with testing

Ability to:

1. Read, analyze, and interpret documents
2. Establish and maintain effective working relationships
3. Deliver effective presentations to members of the school community
4. Interpret various testing results
5. Utilize basic statistical procedures
6. Maintain complete and accurate records
7. Navigate current educational platforms and technology

WORKING ENVIRONMENT:

While performing the duties of this job, the employee must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Duties are typically performed in an office or classroom setting. Incumbents may travel between multiple schools or community sites.

EDUCATION:

Master's degree in educational leadership or related to the job field.

EXPERIENCE:

1. Evidence of successful secondary teaching and administrative experience
2. Three (3) to five (5) years of experience administering standardized tests and interpreting results

CERTIFICATION REQUIREMENT:

1. California Administrative Services Credential/or Certification of Eligibility for Administrative Credential (required)
2. California Pupil Services Credential or Teaching Credential (required)