

**District Testing Coordinator  
Job Description**

**Purpose:** The District Testing Coordinator serves to ensure compliance and success with all testing programs across the district. To accomplish these tasks the District Testing Coordinator must work closely with the staff and administration of the district.

**Responsible to:** Superintendent

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. Bachelors Degree or equivalent experience.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made). Must maintain current TB testing as required by Health Department regulations.
3. Experience with testing programs that meet federal and state regulations.
4. Desire to continue career improvement by enhancing skills and job performance.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Must work in noisy and crowded environments, with numerous interruptions.

**All Employees are expected to:**

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

**Responsibilities:**

1. Oversees the district testing program and makes recommendations to the administration to ensure full compliance with federal and state regulations.
2. Acts as the district liaison to communicate testing procedures with people or organizations outside of the district.
3. Frequently updates and makes recommendations to the administration and staff to improve testing success.
4. Submits data for federal, state or local mandated reports as related to students and staff.
5. Attends workshops and professional conferences to continuously administer the improvement of testing programs.
6. Monitor and make recommendations to administration with any change to local test instruments or procedures.
7. Organize, maintain, communicate and publish testing data as needed or requested for the staff or public.
8. Respond to information requests in a cooperative, courteous, and timely manner.
9. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Perform such other tasks as assigned from time to time.

**Term of Employment:** Supplemental contract to be renewed on an annual basis.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Board President

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee