

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** High School Testing Coordinator

**REPORTS TO:** Building Principal

**QUALIFICATIONS:** Certification in English or Reading  
Required criminal background check and proof of US citizenship or legal resident alien status.

### **PERFORMANCE RESPONSIBILITIES:**

1. Attends required state trainings for test administration and the SRA process.
2. Develops materials for, schedules and facilitates P&C meetings to train staff regarding test administration and security procedures for all test administrations.
3. Establishes protocols to ensure the security of test materials (including SRA materials) at all times.
4. Assigns and monitors testing sites.
5. Prepares, disseminates and collects test materials according to required testing protocols.
6. Maintains accurate records of student demographic and testing data.
7. Participates in the development of site-based objectives.
8. Assists in the placement and monitoring of students in remedial courses related to test preparation.
9. Identifies, tests and tracks students without previous test records.
10. Administers the Special Review Assessment (SRA) to identified students.
11. Participates in longitudinal analysis of test data with administrators and teachers.
12. Assists teachers in an instructional setting with supplemental activities in the area of certification.
13. Serves as a resource for faculty in all matters related to state testing.
14. Performs such other tasks and assumes such other responsibilities as may be assigned by the building principal or the Assistant Superintendent of Curriculum.

Approved: 5/12/09

Revised: 9/24/09