



# Longview Independent School District

## JOB DESCRIPTION CAMPUS TESTING COORDINATOR

<b>JOB TITLE:</b>	Campus Testing Coordinator	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Administrative 4

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### PRIMARY PURPOSE:

Coordinate and supervise students assigned to in-school suspension (ISS) for disciplinary reasons; maintain a highly standard and orderly environment; coordinate campus testing

### QUALIFICATIONS:

#### Education/Certification:

Bachelor's degree of education from an accredited college or university  
Master's degree of administration

#### Special Knowledge/Skills:

- Ability to work well with children with special needs, within a school setting, preferred
- Ability to follow verbal and written instructions
- Knowledge of general office equipment
- Ability to reach logical conclusions
- Ability to plan, schedule, and direct work of others
- Ability to recognize when a decision is required
- Act efficiently and effectively
- Ability to direct and influence the actions of others
- Ability to perform under pressure
- Ability to perceive needs, concerns, and personal problems of others and skills in resolving conflicts with tact and tolerance with people of different backgrounds
- Ability to communicate orally and in written form
- Have a range of interests educationally, and be ethical

#### Experience:

Two years of experience working with children, educational environment, preferred



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### MAJOR RESPONSIBILITIES AND DUTIES:

1. Uphold and enforce school rules, administrative regulations, and state and local board policy
2. Work collaboratively with staff for improvement
3. Provide organizational structure to encourage staff input
4. Work with certified teacher and campus administrators to create and maintain an orderly and highly structured classroom environment
5. Conduct surveys to determine effectiveness of ISS
6. Maintain individual files of completed student assignments and return to classroom teachers
7. Assist in managing the behavior of students and crisis intervention
8. Participate in staff development training programs, faculty meetings, and special events, as needed
9. Assist with state and local testing
10. Support instructional and curriculum services to meet student needs
11. Plan the necessary time, resources, and materials to support accomplishment of educational goals
12. Actively support the efforts of others to achieve district goals and objectives as well as campus performance objectives
13. Compile, maintain and file all reports, records, and other documents as required
14. Pursue professional development through reading, attending conferences, and involvement with related agencies or organizations
15. Assist in planning state-of-the-art professional development
16. Maintain building records and documentation for all students eligible under Section 504 and provide copies to the district Section 504 Coordinator



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

17. Serve as a daily resource to the building administrators, teachers, and staff regarding Section 504
18. Serve as a liaison between the school building and other district staff regarding Section 504 issues
19. Maintain contact with the district Section 504 Coordinator and request assistance and training when needed
20. Attend periodic district Section 504 trainings as needed to stay informed about current district requirements to comply with Section 504
21. Maintain building records and documentation for all students eligible for ESL services and provide documentation to district personnel
22. Serve as liaison between the campus and district staff regarding ESL issues
23. Attend periodic ESL trainings as needed to stay informed about current issues, policies and federal/state/local requirements
24. Comply with district policies, as well as state and federal laws and regulations
25. Adhere to the district's safety policies and procedures
26. Maintain confidentiality in the conduct of district business
27. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
28. Demonstrate regular and prompt attendance
29. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

None

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: Feb., 2017