



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Approved: 04/13/2022

TITLE: Testing Coordinator/Recruiter	EMPLOYMENT: 12 Months
CLASSIFICATION: Exempt	CATEGORY: Certified

GENERAL STATEMENT OF RESPONSIBILITIES: Performs a variety of professional, supervisory, technical, and administrative tasks in order to direct the administration of local and state, standardized testing of students at KDLO. The testing coordinator is responsible for coordinating and supervising the school's implementation of local and state standardized testing programs which includes training staff prior to each assessment. The testing coordinator assists school staff with preparation for test administrations and is responsible for scanning and scoring local and state standardized tests, as applicable. The testing coordinator provides test results and consultation regarding the interpretation of test results in order to improve student achievement. Establishes and administers programs for recruitment and retention of students. Develops programs and marketing materials.

Necessary Qualifications:

- Bachelor of Science Degree or Master Degree in Elementary Education.
- Valid Arizona Department of Education Teaching Certificate.
- A minimum of three years of experience.
- Experience in data analysis, disaggregation.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- First Aid and CPR Certification required within 30 days of hire.
- Valid Driver's license.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities

- Ability to communicate ideas and directive clearly and effectively, both orally and in writing.
- Knowledge of Navajo Culture and language preferred.
- Good verbal and written communication skills; ability to communicate well with parents, children, teachers and the general public.
- Proficient with use of instructional technology programs.
- Thorough knowledge of rules and regulations regarding the administration of standardized tests in school.
- Thorough knowledge of the various tests required of students.
- Thorough knowledge of the technical variables associated with testing.

- Considerable knowledge of state and local testing requirements.
- Considerable knowledge of the proper conditions, practices, and procedures for testing.
- Considerable knowledge of the current literature, trends, methods, and developments in the area of standardized testing.
- Considerable knowledge of the ethical guidelines applicable to the positions as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations.
- Knowledge of student recruitment and retention issues.
- Demonstrated skill in preparing School for statewide testing programs.
- Demonstrated skill with interpreting testing results.
- Demonstrated skill in training and supporting administrative staff and school test coordinators.
- Ability to develop, plan and implement short- and long-term goals for recruitment.
- Ability to develop and deliver presentations.
- Ability to utilize basic Excel functions.
- Ability to maintain complete and accurate records.
- Ability to use common office machines and computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to establish and maintain effective working relationships.

Duties and Responsibilities:

- Provide coordination for school testing and accountability program.
- Ensure compliance with all local and state policies.
- Manage all facets of achievement testing to include: storage, security, inventory, ordering, scheduling, delivery and pickup, scanning, scoring, pre-coding, test disposal, testing modifications, printing of scoring reports, and distribution of scoring reports to teachers and parents.
- Provide appropriate training regarding test administration requirements to test proctors.
- Coordinate all testing and test-related activities that are a part of testing program.
- Facilitate data exchange and communication with Department of Dine Education and Arizona Department of Education.
- Develops short and long-term planning for testing administration.
- Operate state developed software to support the testing program.
- Attend local and state assessment meetings.
- Coordinates make up tests for students.
- Oversee, prepare and conduct the administration of Galileo BOY, MOY and EOY, PARCC, DIBELS Next, WIDA, Accelerated Reading (AR) tests, and BIE Science Assessment.
- Interpret, analyze, disaggregate, and communicate test results to teachers to identify strengths and weaknesses in instructional programs.
- Organize and display test scores by grade level after each assessment.
- Assist in providing staff in-service trainings.
- Ensure special education program services are in place to best meet student needs during testing.
- Assess students referred for counseling; identifies and refers students in need of specialized services.
- Recruit students through such methods as email, in-person, phone calls, feeder school visits and community events.
- Organize and implement all aspects of recruitment events and campaigns utilizing presentation and promotional materials.

- Develop and provide recruiting materials, incentives and advertising campaigns using concrete tools such as neighborhood flyers, social media, mailers and school tours.
- Serves as the contact person for recruitment questions and to provide information for prospective families.
- Actively and continually research creative recruitment ideas to increase prospective student numbers.
- Make home visits as necessary to disseminate information, conduct interviews/intakes and collect data.
- Assist in the process of advising students and families concerning enrollment and registration process.
- Serve as the contact person for the coordination of student recruitment events and campaigns.
- Coordinate and represent the school at all local events whenever possible.
- Analyze trends in the recruitment strategies to evaluate what is working and what is not.
- Meet yearly recruitment goals.
- Maintain all required licenses and certificate in current status and reports to immediate supervisor in the event any require license or certificate lapses, is suspended or revoked.
- Attend and participate in professional development, committee meeting, in-service training and related activities consistent with duties.
- Comply with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Perform other duties as assigned by supervisor.

Supervision Received By: Academic Coach

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board Policies.

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.

