



Send Application and Information to:

Department of Personnel
P.O. Box 1388
Port Arthur, TX 77641-1388

Posting

(Vacancy Announcement)

Position Title: Coordinator of Testing

Posting Date: September 17, 2009

Deadline: Until Filled

Location: To Be Determined

Salary Range: \$59,580-\$83,125

Length of Work Year: 220 days

Education Master's degree in educational administration.

(Certification/License): Texas principal or other appropriate administrative certificate.

Experience: Three years teaching experience.

Special Knowledge/Skills:

- Effective organizational, communication, and interpersonal skills.
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing.
- Complies with district policies and state and federal laws and regulations related to testing and assessment.
- Works with faculty to develop a district and school testing calendar and test administrative procedures which results in a positive testing climate.
- Provides leadership in the development, operation and interpretation of plans and strategies for the assessment of pupil learning needs.
- Provides leadership in the development, operation, and interpretation of plans and strategies for the assessment of pupil learning needs.
- Coordinates and evaluates standardized testing program.
- Plans, develops and implements the District's research, evaluation and pupil assessment component.
- Works with other key instructional staff, department heads and staff to provide supervision and training for all assessment personnel.
- Monitors student achievement and instructional quality, reporting findings to the Board of Trustees through the Superintendent.
- Provides assistance to other staff in developing instructional goals, and objectives by utilizing assessment results.
- Plans and supervises the program both during the school year and the summer.
- Conducts a testing and assessment on in-service with personnel.
- Supervises testing and assessment.
- Assists in the requisitioning, evaluation, and utilization of testing materials and equipment.
- Prepares budgets for programs.
- Performs other duties and functions as assigned by the Executive Director of Technology, Management Information and Assessment Services.

Application Procedures: **District Employees:**
Letter of Interest and updated résumé.

Non District Applicants:

1. Letter of Interest for each position.
2. Current résumé.
3. Completed application.
4. Copy of transcript(s).
5. Criminal record release.

Contact Person: Jimmy Wyble

Contact Numbers

PH: (409) 989-6282; (409) 989-6251; FX (409) 983-2733; www.paisd.org