

**Job Title:** Title I & Testing Coordinator

**Exempt-Status (Hourly/Salary):** Exempt, Salary

**Purpose:** Performs a variety of professional, supervisory, technical, and administrative tasks in directing the administration of standardized testing of students. Responsible for coordinating and supervising the implementation and administration of state and school assigned testing.

Coordinates the successful implementation of academic and social-emotional interventions for students at risk of not meeting grade level standards. Assists teachers with developing strategies and techniques for assessing and fulfilling instructional deficiencies of students. Provide oversight of Title I assistants and in supporting intervention groups in grades K-8. Will track the Title I budget and maintain documentation for state reporting and Title I audits to ensure that SRCA is in compliance with all Title I regulations.

### **Duties and Responsibilities**

- Attend and participate in regularly scheduled regional meetings.
- Train staff to administer all required tests.
- Collaborate with school administration to schedule state EOG and EOC testing.
- Collaborate with school administration to schedule ACT, PSAT, SAT, and WorkKeys assessments as needed.
- Coordinates and supervises implementation and administration of North Carolina testing for all grades.
- Determines validity of requests for exemptions from testing and/or for modifications in testing procedures and makes recommendations to the Head of School.
- Monitors the administration of tests and investigates discrepancies in test administration; determines need to suspend or proceed with altered test administration.
- Provides technical assistance and consultation on test interpretation.
- Works with staff to assist in preparing for statewide assessments.
- Consults with appropriate IT support to prevent and problem solve computer hardware and software issues and concerns.
- Oversees ordering of test materials for the school and verifies shipments; coordinates repacking for returning materials or destroying material as directed by NCDPI.
  
- Assist teachers in improving techniques for core instruction and improving overall student achievement.
- Organize, coordinate, and co-facilitate the work of the SRCA MTSS Team.
- Utilize problem-solving through data-based decision making to make recommendations in implementing Title I resources.
- Identify resources for interventions and progress monitoring.
- Create and contribute to the development of common assessments.
- Serve as a member of the School Improvement Team.
- Keeps parents, administrators, and community citizens informed about intervention processes in the school system; works with state, community, civic, business, and university groups to resolve educational issues.
- Schedules and conducts regular Title I meetings for participants to engage in the intervention process.

- Helps build community relationships by planning and hosting family involvement events for all grade levels.

### **Eligibility Requirements**

- Bachelor's degree (reading certificate preferred).
- Five to seven years of teaching experience required.
- Must be a certified teacher holding an active NC teaching certificate.

### **Pay Grade**

NC Teacher Pay Scale