

## NEW CANEY INDEPENDENT SCHOOL DISTRICT

**TITLE:** High School Support/Improvement Coordinator

**QUALIFICATIONS:**

1. Master's degree from an accredited college or university (preferred)
2. Valid State Board for Educators Certification (SBEC certificate)
3. Minimum of five (5) years of successful teaching experience
4. Considerable knowledge of state and local testing requirements
5. Considerable knowledge of the proper conditions, practices and procedures for testing
6. Knowledge of Title I School Improvement requirements as mandated by NCLB
7. Strong organizational, communication, and interpersonal skills
8. Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**SPECIAL WORKING CONDITIONS:** Maintain emotional control under stress. Occasional prolonged and irregular hours.

**REPORTS TO:** Building principal or designee

**PRIMARY PURPOSE:**

1. Under limited supervision, performs a variety of professional, supervisory, technical, and administrative tasks in directing the administration of standardized testing of students.
2. To provide educational opportunities for families of Title I students and to support their involvement in the education of their children.

**TERMS OF EMPLOYMENT:** 202 days

**WAGE/HOUR STATUS:** Exempt (AP-3)

### MAJOR DUTIES AND RESPONSIBILITIES:

1. Coordinates and supervises implementation and administration of local, state, and national testing programs.
2. Monitors the administration of tests and investigates discrepancies in test administration.
3. Works with staff at the school to assist in preparing for assessment programs and consults with technology staff on computer hardware and software issues and concerns.
4. Assigns, trains, directs and supervises support staff assigned to testing programs, ensuring adherence to established policies, procedures and standards.
5. Attends training sessions and conducts local training sessions for school staff on proper conditions, practices and procedures for testing, as well as supervising school-wide coordination of test implementation. Ensures security of test forms and related materials and stores all testing material in a locked room at the school.
6. Oversees ordering of test materials for the school, and verifies shipments, coordinates repacking and shipment of materials.
7. Provide support for the Title I Parent Involvement program.
8. Provide Title I Parent Involvement staff development and support which would include occasional evening meetings.
9. Ensure campus compliance with NCLB by:
  - a. Monitoring campus-level Parent Involvement documentation
  - b. Coordinate the Parent Advisory Board
  - c. Conduct the annual Parent Involvement Survey
10. Utilize effective communication skills to present information accurately and clearly.
11. Participate in professional development activities that are aligned with district and campus goals, assigned area of responsibility, and the varied needs of students.
12. Maintain accurate and complete records as required by TEA and the district; file all physical and computerized reports, records, and other documents required.

The above statements are intended to describe major job functions and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The superintendent may assign additional duties when deemed appropriate.

**EVALUATION:** Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

NCISD 06/09