**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** District Testing Coordinator /TAG

Coordinator/504 Coordinator

**TITLE OF SUPERVISOR:** AssistantSuperintendent

**RESPONSIBILITIES:** To provide leadership in developing, implementing, coordinating, and state testing in accordance with the district curriculum strategic and

technology plan.

**SALARY:** Salary is reflective of the Neshoba County School District salary scale

**QUALIFICATIONS:** 1. Valid Endorsement Code of 486 and 488 (Administrator)

2. Ability to communicate effectively with students, staff, parents and

community and a willingness to provide the leadership in the development of a high quality instructional program

3. A minimum of two years of administrative experience preferred

**DESCRIPTION OF DUTIES:**

1. Serves as the District Test Coordinator and implements the state and local testing plans in coordination with principals and other district staff;
2. Implements the local requirements of the state testing program and disseminates to all necessary personnel information regarding the state testing program and also provides necessary training for assessments to each schools testing coordinator and other appropriate personnel;
3. Analyzes data at all levels and makes recommendations for program improvement and system effectiveness on an on-going basis;
4. Reviews results and consults with principals on effective modification of instructional implementation in order to improve student achievement;
5. Maintains necessary documentation of data analyses and program decisions for improvement;
6. Assists in the development and coordination of the section of the budget that pertains to assessment and Gifted Education
7. Serves as the districts 504 coordinator and works with counselors to develop and maintain district documentation for 504 Plans;
8. Communicates high expectation for students, professional and support staff, other stakeholders;
9. Regularly interacts with educators, parent, community agencies/groups, students, and other stakeholders;
10. Attends MDE required training for testing, Gifted Education and 504 training
11. Works with other administrators to support their programs with regards to curriculum and assessment;
12. Coordinates the districts Talented and Gifted (TAG) program

Revised 6/02/2022