



## SYSTEM PLANNING AND PERFORMANCE TESTING COORDINATOR

### **BASIC FUNCTION**

Under general direction, coordinate and participate in the planning, training, implementation and administration of a variety of District, State and federal assessment programs; serve as a resource for administrators and building staff; train designated staff to administer student testing programs; ensure and enforce ethical testing practices, assessment security and administration guidelines, rules and regulations.

### **REPRESENTATIVE DUTIES:**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Organize, implement and coordinate the logistics of specified assessments within the district including the implementation of testing processes, verify that the correct technology systems are in place, train staff and maintain accurate and complete records; serve as a point of contact for school administrators, parents and district stakeholders regarding the assessment administration, logistics, procedures and timelines. “E”
- Oversee district-wide administration of District, State, federal and other assessments; implement and recommend, processes, procedures, standards and timelines and ensure compliance with testing mandates and procedures. “E”
- Coordinate with the Special Education, Dual Language (English Language Learners) and/or other programs and departments to determine student eligibility and/or requirement to take specific assessments and to ensure that each students' accommodation needs are met; ensure appropriate, optimum and equitable testing conditions at all school sites. “E”
- Participate in, develop and present materials, trainings and other communications for teachers, principals, District leadership and community stakeholders on topics related to a variety of assessment practices, processes, and procedures such as test administration, security protocols, Oregon Department of Education (ODE) training requirements and related topics. “E”
- Serve as a resource during testing cycles to provide technical assistance and consultation regarding the administration of appropriate assessments to each student, interpretation or implementation of testing instructions, legal and ethical considerations and test administration procedures. “E”
- Obtain student information relating to assessment requirements, maintain lists and distribute data as appropriate. “E”
- Review and investigate possible testing violations to verify assessment guidelines and procedures are followed and are in compliance with District, State and federal laws, codes, policies and guidelines; ensure student and other assessment data is maintained and reported in accordance with security protocols or other regulations. “E”
- Attend ODE required trainings, provide information and communicate test administration guidelines, updates and changes to district staff, parents and other stakeholders; maintain current knowledge of, learn, understand and be able to clearly explain assessment regulations and strategies. “E”
- Work with district leadership, ODE and test company representatives to coordinate training; Collaborate with and serve on cross-functional department and district-wide teams regarding testing administration, issues and concerns, to solve problems, update and improve assessment practices and assist schools in preparing for various mandated testing and other assessment programs. “E”

- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational and business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- May serve as District Testing Coordinator (DTC) representative to ODE and as a liaison between the agencies providing testing/or requiring the assessment and testing site staff.
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

The System Planning and Performance Testing Coordinator classification serves as a subject matter expert on guidelines established by the Oregon Department of Education, particularly on the rules, regulations and procedures of their assigned assessment’s and is responsible for the administration of District, State, federal and other assessments, ensuring that testing guidelines, procedures and security measures are legally compliant and in accordance with District policies, guidelines and procedures.

### **EMPLOYMENT STANDARDS:**

#### Knowledge of:

Local, state and federal student testing requirements and the rules and regulations related to standardized test administration.

Proper conditions, practices and procedures of testing.

Privacy laws related to student information, records and test scores.

Ethical guidelines and security requirements applicable to student assessment as outlined by District, State and federal laws, rules and regulations.

Applicable State and federal Special Education and English Language Learners compliance and accommodation regulations.

District data reporting policies and procedures.

Data collection techniques and best practices.

Microsoft Office Suite or similar, presentation, word processing, publishing and spreadsheet software.

Record keeping techniques.

Applicable District, State and federal laws, codes, rules and regulations.

District, State and federal accountability and assessment programs as well as reporting requirements.

Effective customer service skills using tact, patience and courtesy.

Oral and written communication skills.

#### Ability to:

Review and analyze assessment guidelines and manuals.

Provide training and procedural assistance for various assessment technology, administration, procedures, security and data reporting.

Maintain confidentiality of records and student information.

Learn, understand, interpret, apply and communicate statewide testing mandates and their application to testing including information concerning District, State and federal data collection, reporting policies and procedures.

Provide information to schools, staff and parents regarding testing, assessment materials and achievement data.

Effectively present information to, regularly interact with and respond to questions from staff, students, parents and the public.

Adapt to the continuous change of programs, software, assessment and student testing laws.

Accurately collect, generate and report on assessment data.

Prioritize work and meet schedules and timelines; assure assessment training, administration and reporting is completed in an accurate and timely manner.

Troubleshoot and problem-solve assessment technology issues.  
Advocate, model, learn and implement Portland Public School's Racial Equity Initiative.  
Communicate concepts and procedures to audiences with a broad range of assessment understanding and opinions.  
Ensure security of sensitive data.  
Work under pressure and tight deadlines.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a variety of technologies, computer equipment and various software programs relevant to educational assessment and research.

**Education and Training:**

Equivalent to graduation from high school supplemented by college-level course work in education, psychology, statistics or a related field.

**Experience**

Three (3) years of clerical experience, including one (1) year experience specifically involving the collection, processing, verification, record-keeping and reporting of statistical data and understanding, implementing and interpreting, policies and procedures; or two (2) years of experience in a Portland Public Schools classification involving the administration of student assessments or similar function is required.

Experience working in a public K-12 school district or public agency, administering student assessments and serving and supporting a richly diverse community is highly desirable.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

**Special Requirements:**

Some positions in these classifications require the use of a personal automobile and possession of a valid driver's license.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment and on school campuses with public contact and frequent interruptions.

**Hazards:** None.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office and school setting and to routinely drive to and from District facilities; dexterity of hands and fingers to operate a computer keyboard and office equipment; sitting, standing and walking for extended periods of time; occasional kneeling, bending at the waist; lifting, pushing, pulling and carrying office equipment, computers, laptops and peripheral equipment, supplies and materials weighing up to 20 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and assure the accuracy of documents.

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FLSA: Non-Exempt  
Bargaining Unit: N/A  
Salary Grade: 22

Approval Date: December 6, 2016

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*  
Board of Education Policy 1.80.020-P