

PERRIS UNION HIGH SCHOOL DISTRICT

---

Board Approved: November 14, 2007  
Salary Schedule: #102

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

**JOB TITLE: TEACHER ON SPECIAL ASSIGNMENT – DISTRICT TESTING  
COORDINATOR**

**JOB PURPOSE STATEMENT:** Under the direction of the Assistant Superintendent of Educational Services, coordinates the testing of all students as required by State and District mandates, collects pertinent student data and prepares reports as required by the state, coordinates and provides training to site test coordinators, and provides test related data to the site and district administration as needed.

**JOB FUNCTIONS:**

- Coordinates state, federal, and district mandated testing with related departments within the district and the state level
- Facilitates the administration of testing including the acquisition of testing materials and coordination with the school sites regarding their preparation in the testing procedures
- Receives, inspects, counts numbers and distributes testing materials; packages tests and manuals; prepares directives for staff for each test administration; and distributes to appropriate administrators according to established schedules
- Oversees the distribution and use of district “End of Level” assessments
- Composes, types, and distributes reports and other correspondence related to the testing process
- Coordinates the processing and scanning of tests; assures tests are prepared for processing; assures required information is complete and accurate; obtains and completes missing information; reviews scanned tests results; and coordinates with the student information systems supervisor to resolve errors, questions and other issues
- Inspects testing materials and maintains the security of testing materials, related data, and confidential student information
- Prepares and distributes testing flow charts and schedules tests to be administered

JOB FUNCTIONS – continued

- Attends conferences to keep current with compliance and state regulation issues for state mandated testing
- Facilitates appropriate approval of forms/materials as necessary to meet state requirements for testing
- Facilitates data collection and reporting for state documentation; assists district departments as necessary to gather information for reports and presentations
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Performs other duties as assigned

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Bachelor's Degree
- Clear teaching credential

Experience:

- Minimum of three (3) years teaching experience

JOB TITLE: **TEACHER ON SPECIAL ASSIGNMENT –**  
Page 3 **DISTRICT TESTING COORDINATOR**

Experience – continued

- Experience as site or district testing coordinator preferred