



Longview Independent School District

JOB DESCRIPTION TESTING FACILITATOR

JOB TITLE:	Testing Facilitator	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Campus Administrator	TERMS:	207 Days
DEPARTMENT:	Longview High School	PAY GRADE:	Clerical/Para 5

PRIMARY PURPOSE:

Schedule and organize all practice and state TAKS, EOC, RPTE, and field tests for Longview High School

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

- Knowledge of state testing requirements
- Computer skills, organizational and problem solving skills
- Self motivated, task oriented, decision making abilities

Experience:

Secondary state testing requirements experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Create accurate list of students who will be tested
2. Maintain documentation for state testing results
3. Coordinate practice test pickup and return between teachers and IRC
4. Maintain, both checking and correcting of PEIMS data
5. Maintain correspondence and disseminate information to all necessary parties
6. Schedule dates, rooms and administrators to coordinate with conferences and master schedule



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

7. Provide orientation for teachers, explaining state requirement and testing procedures and schedules
8. Coordinate schedules and lists with attendance to insure attendance accountability
9. Receive teacher input and encourage involvement
10. Comply with district policies, as well as state and federal laws and regulations
11. Adhere to the district's safety policies and procedures
12. Maintain confidentiality in the conduct of district business
13. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
14. Demonstrate regular and prompt attendance
15. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours possible; biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2013