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# Example of Testing Coordinator Job Description

Our company is looking for a testing coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for testing coordinator

* Support all aspects of test administration during testing windows
* Assist in interpreting school and state policies and regulations in testing and assessment to staff and public
* Maintain school calendar for testing locations and materials management
* Manage all school and state mandated assessment programs including Scantron, ELL assessments, and AP Exams , including make-up testing
* Research and secure facilities throughout the state for all in-person testing, maintaining communication to revisit needs prior to each administration, as needed
* Attend district, state, K12, and regional trainings and ensure knowledge transfer with appropriate personnel
* Track enrollment and order testing materials accordingly
* Create test security plans and Test Administration Plans and documents needed for implementation of the plan
* Train Site Coordinators in appropriate procedures for coordinating testing at their location
* Develop staffing plans and work with Compliance Coordinator to onboard staff for testing

## Qualifications for testing coordinator

* Develop communications to parents and staff regarding state testing
* Work with School Operations Manager to update and maintain the Testing Database
* Oversee processes for sorting, packing and shipping materials to sites
* Collaborate with the Special Education Manager on the implementation of state testing and the needs for alternate assessment testers
* Manage all school assessment programs including Arizona’s Instrument to Measure Standards (AIMS), Scantron, , including make-up testing
* Attend district and regional trainings and ensure knowledge transfer with appropriate personnel