



Pickens County Board of Education Job Descriptions

TESTING COORDINATOR

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 9 Month basis

REPORTS TO: Curriculum Director and Superintendent

QUALIFICATIONS:

1. Minimum of 4 – year degree
2. Three years successful teaching experience.
3. Training and experience in testing methods and procedures.
4. Three years successful experience in curriculum development.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Coordinate, supervise, and implement the testing programs as required by the State Department of Education and/or the local Board of Education.
- To act as liaison between the State Department of Education, the local RESA unit, and the local Board of Education in matters of testing.
- To keep abreast of changes and development in testing and curriculum by attending professional meetings, reading professional journals and other publications and by discussing problems of mutual interest with others in the field.
- Makes suggestions in matters regarding testing.