



*School Data and Test Coordinator (SDTC) Responsibilities*

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Below is a list of responsibilities for the School Data and Test Coordinator stipend position. The stipend provides compensation for services provided beyond the school day. EPER amount ranges for each school, depending upon student enrollment in tested grades.

1. Attend monthly district scheduled meetings and periodic state assessment meeting
2. Communicate information from meetings with administration assigned to support testing
3. Ensure that state testing is conducted in accordance with the test security and other policies and procedures established by the Delaware Department of Education
4. Complete state test administrator certification or recertification
5. Ensure test administrators complete their certification or recertification and are properly trained
6. Review all user guides and other manuals and act as a resource to test administrator on material covered in the manuals
7. Create or assist with creating testing schedules and procedures for the school
8. Work with technology staff to ensure that technology for testing is operational and technical issues are resolved, including confirming lab readiness at the beginning of each testing window and lab preparation during each testing day (with assistance from other staff members as assigned)
9. Monitor testing progress during the testing window and ensure that all students participate as appropriate, working with office staff to identify new students
10. Handle incidents/exemptions and testing problems as needed, receive and act on test item reports from Test Administrators
11. Assist with administering DeSSA ELA/Math (Smarter) and DeSSA Science/Social Studies (Pearson) tests, including make-up sessions if assigned
12. Support appropriate delivery of test accommodations by using lists provided by EDs, 504 coordinators, and the ELL office to confirm availability in the testing system, providing lists to test administrators, and training test administrator on test accommodation delivery
13. Demonstrate computer skills for state assessment certification(s), test administration, and reporting
14. Support state testing score and school reviews
15. Access and interpret various assessment results for teachers and parents
16. Assist with NAEP testing as scheduled on years when the test is given
17. Coordinate other assessment and data analysis projects, such as Data Day, and work teachers in accessing data to support their Professional Learning Communities (PLCs)
18. Support and/or participate on Building Leadership team (BLT)