

District Test Coordinator Responsibilities include but may not be limited to:

- On-site Staff Training at all levels (STC, TA, TT)
 - Test Administration Policies
 - OAKS Online System
 - Creating Test Sessions/Monitoring students
 - OAKS Online Reporting System
 - OAKS TIDE System
 - SSID Coordination
 - Staff Accounts
 - Student Accessibility Supports in TIDE
- Test Impropriety Investigation and Reporting
- Test Window coordination with buildings
- Assessment Score lookups and downloads
- Ordering of special tests materials (i.e. Kindergarten Assessments; Braille or large print Extended Assessments)
- Dates and Deadlines Reminders and assistance
- Technology Support with district IT
- Sharing of information to staff via School Test Coordinators/Principals
- Validation of Student Performance data via Achievement Data Insight
 - ELA Student Performance
 - Mathematics Student Performance
 - Science Student Performance
- Kindergarten Assessment Data Entry and Validation