

Special Education and Multilingual Coordinators

The following checklist outlines the Special Services and Multilingual Coordinators responsibilities in state assessment.



Annual training is required for all staff who administer or assist with the administration of a state assessment.

- Participate in Coordinator Training and review all required resources.
- Sign the first page of the Test Security Staff Assurance Form.
- Become familiar with the Guidelines on Tools, Supports, and Accommodations (GTSA).
- Follow school district procedures for identifying testing needs of students with IEPs, 504 plans, or for multilingual learners (MLs).
- Work with the DC, principal, and SC to verify that the school Student Information System accurately reports students receiving services and MLs.
- Work with the SC, principal, and DC to create a list of students requiring accommodated (paper) booklets (Braille, large print, Spanish, and standard print tests). Submit the list to the DC for placement of material orders.