

# Flour Bluff Independent School District Job Description

**JOB TITLE:** Teacher Incentive Allotment (TIA) and Assessment Coordinator

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 227

**REPORTS TO:** Associate Superintendent for Curriculum & Instruction

**DATE REVISED:** 06/2026

## **PRIMARY PURPOSE:**

- The Teacher Incentive Allotment (TIA) Coordinator, under the supervision of the Associate Superintendent for Curriculum and Instruction. Leads the planning, coordination, and implementation of the District's Teacher Incentive Allotment program, supervises/coordinates all of the state-mandated and local assessments district-wide, and coordinates the district's TTESS and TPESS evaluation systems. This role collaborates with district leaders, campus administrators, and teachers to ensure fidelity to TEA guidelines, accurate data submission, and continuous improvement of the district's designation system. The coordinator ensures that eligible teachers are supported, data is validated and submitted accurately, and the system meets standards for equity and effectiveness.

## **QUALIFICATIONS**

### **Education/Certification:**

- Master's degree in Curriculum and Instruction and/or Educational Administration or a related field
- Certification as per Texas Education Agency (Valid Texas Teaching Certification)
- Certification as per Texas Education Agency (Valid Texas Mid-Management or Principal Certification)
- At least three years of teaching experience

### **Preferred Qualifications:**

- Experience as a Campus or District Testing Coordinator
- Experience in an instructional educational leadership role
- Certified Texas Teacher Evaluation and Support System (TTESS) appraiser

## **MAJOR RESPONSIBILITIES AND DUTIES:**

### **Teacher Incentive Allotment (TIA)**

1. Serves as the point of contact for all Teacher Incentive Allotment (TIA) activities and manages all facets of the program.
2. Provides support to campus and district leadership in the implementation and monitoring of the TIA program.
3. Maintains, revises, and communicates TIA updates through the district's TIA Handbook, training, committee meetings, and materials related to the TIA program.
4. Effectively presents information and responds to questions from administrators, teachers, staff, and the community.
5. Coordinates the collection and analysis of teacher observation data, student growth measures, and other designation components.
6. Collaborates with District and campus administrators in the development of student growth assessments and methods of calculation related to the TIA program.
7. Researches and analyzes the validity and reliability of locally created and third-party student growth assessments related to the TIA program.
8. Calculates and analyzes student data for all TIA-related district assessments by grade level, content area, and teacher.
9. Promotes equitable access to designation opportunities across all campuses.
10. Utilizes the tools and resources provided by the Texas Education Agency – TIA Division regarding determining designation levels, annual data submission, data validation, system approval, system expansion and modification, etc.
11. Ensures accuracy and integrity of data submitted to TEA and Texas Tech University (TTU) for teacher designations.
12. Attends monthly TIA Directors' Meetings and TEA's webinars and reads/interprets current legislation pertinent to TIA to ensure compliance and stay abreast of the latest updates and changes.
13. Reads and understands the data validation report and uses it to drive the necessary changes to the district's TIA program.
14. Maintains confidentiality of student growth and teacher data.
15. Works closely with Finance, Human Resources, and the Communication departments for alignment, effectiveness, and efficiency of the TIA program.
16. Prepares reports, presentations, and documentation for state audits and local stakeholders.
17. Manages the district's online storage programs for data collection (Google Drive and Microsoft One Drive – student and teacher rosters, BOY assessment data, EOY assessment data, TIA-eligible teacher information spreadsheets, data submission spreadsheets, data calculation spreadsheets, TTESS data spreadsheets, etc.).

## **Evaluation**

1. Serves as the point of contact for all Texas Teacher Evaluation System (TTESS) activities and manages all facets of the evaluation program.
2. Trains district and campus appraisers on TTESS through leadership trainings, districtwide calibration activities (at least four per year), and the district's TTESS Handbook.
3. Provides initial TTESS training for newly hired teachers at the beginning of each school year and in January (for late hires).
4. Prepares an annual Board report of the certified appraisers across the district and the district's TTESS and TPESS calendars for approval.
5. Ensures all appraisers in the district maintain valid TTESS certification.
6. Monitors DMAC for compliance with due dates and the completion of the required number of walkthroughs and formal observations, beginning-of-year conferences, goal setting, end-of-year conferences, etc., for the district's evaluation (TTESS) program.
7. Reviews campus and district TTESS data multiple times per year with campus and district administrators, analyzing skew reports and correlation with student growth data.

## **Assessment**

1. Coordinates the state testing for the district, which includes all versions of STAAR, EOCs, TELPAS, MClass, CIRCLE, and any other state, federal, or local assessments needed.
2. Coordinates various testing activities, including ordering and/or preparing appropriate testing materials, scheduling tests, labeling and securing testing materials, notifying campus coordinators of students to be tested, distributing materials to campuses, overseeing testing activities at various campuses, and assuring compliance with established timelines.
3. Facilitates and coordinates online testing. Coordinates and monitors the Learning Management System (TIDE) and any other required management systems for state, federal, or local assessments (DMAC).
4. Receives and processes testing materials according to established guidelines. Inputs data into the appropriate computer systems and sends results to campuses to update student files. Packages and sends tests for scoring off-site.
5. Prepares purchase requisitions and maintains reports, records, budget adjustments, memorandums, and correspondence as needed.
6. Maintains confidential historical records of individual student test results.
7. Prepares and presents assessment data at Board meetings.
8. Supervises and monitors Campus Testing Coordinators. Trains Campus Testing Coordinators and Administrators in appropriate District and State testing procedures.
9. Assists in preparing student pre-identification data utilizing the district student database program for submission. Generates campus data checklists to ensure accuracy of student information.

10. Monitors testing to ensure all regulations and rules are followed. Maintains security for all testing materials, related data, and confidential student information.
11. Disaggregates, analyzes, disseminates, and prepares reports for testing data for Campuses as directed.
12. Investigates and prepares reports for reported test irregularities.
13. Communicate with a variety of departments, campuses, and outside organizations to exchange information, coordinate activities, and resolve issues or concerns. Serves as an informational resource on testing.
14. Collaborate with the Director of Special Education on the implementation of the modified/alternate assessments and accommodations. Coordinates and monitors accommodation request forms for all students.
15. Collaborates and assists the Director of English as a Second Language (ESL), Campus Principals, and Campus Testing Coordinators on the implementation of the TELPAS.
16. Supports local assessments in all content areas and assists with analyzing growth.
17. Develops a district testing calendar and shares it with the district and campus staff, Public Information Officer, parents, and students. Coordinates with Campus Testing Coordinators, Principals, and other district administrators on timelines for testing schedules and make-ups.
18. Attends meetings, conferences, and workshops to keep current with regulations and compliance issues for mandated testing. Disseminate information to Campus Testing Coordinators to ensure compliance with regulations.
19. Performs other duties as assigned.

**PROFESSIONALISM:**

1. Adheres to ethical and legal standards.
2. Follows ethical standards of the B.E.C. State of Texas "Code of Ethics" and "Standard Practices for Texas Educators". (Entire copy in Employee Handbook)
3. Complies with standard practices and ethical conduct toward students, colleagues, school officials, parents, and community members.
4. Maintains the dignity of the professional; respect and obey the law, demonstrates personal integrity and exemplify honesty.
5. Exemplifies ethical relations with colleagues; extends just and equitable treatment to all members of the profession.
6. Measures success by the progress of each student toward realization of his or her potential as an effective citizen.
7. Cooperates with parents and others to improve the public schools of the community.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:**

Standard office equipment including computer and peripherals; district vehicle.

**Posture:**

Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling.

**Motion:**

Frequent walking, climbing, reaching, repetitive hand motions and twisting.

**Lifting:**

Regular moderate lifting and carrying (15–44 pounds)

**Environment:**

Travel frequently within the district and occasionally outside the district, may experience prolonged and irregular work hours, and work with frequent interruptions.

**Mental Demands:**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**