



STUDENT ASSESSMENT COORDINATOR

Classification: Professional-Technical Level 2

Location: District Office

Reports to: Director of Assessment & Research

FLSA Status: Exempt (Administrative)

Employee Group: Professional Technical

Part I: Position Summary

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

The student assessment coordinator district wide provides program support and carries out operational responsibilities to all areas of student assessment.

Part II: Supervision and Controls over the Work

Serves under the direction and guidance of the Director of Assessment and Research. Is responsible for maintaining knowledge of state, national, and district assessment programs, goals, objectives, policies and procedures. The director delegates substantial freedom to the coordinator to manage the day-to-day operations of the assessment program, and to interact with internal and external agencies to shape program operations, policies, and practices. Coordinator is generally viewed as the district knowledge source for program requirements and operations. Coordinator is expected to manage assigned work with minimal supervisory intervention except in precedent-setting situations. Work is guided by supervisory oversight, district policies and other requirements such as FERPA, RCWs and WACs.

Part III: Major Duties and Responsibilities

Student Testing and Assessment:

1. Schedules and coordinates the student testing and assessment program for the district to meet federal, state, and district testing requirements. Coordinates testing and assessment schedules with schools. Compiles, inventories, and distributes assessment/testing materials to schools. Assures the security of testing materials and testing results.
2. Maintains receiving/distribution records for testing and assessment materials. Maintains all records for assessments. Manages online student testing systems responsible for making appropriate assessments and assessment settings available for schools. Assists in the investigation and resolution of any testing and assessment irregularities. Based on analysis of the irregularity, determines if state reporting is required. If required, takes the initiative to coordinate with the state and discuss and/or identify corrective action. Informs supervisor of action(s) recommended and taken. Coordinates beforehand on actions that may set precedents regarding student assessment.

3. Develops and maintains the procedure manual for district-wide assessment. Takes the initiative to revise and update the procedure manual based on knowledge, awareness, and analysis of program changes and challenges. Coordinates the establishment of testing timelines. Prepares for and conducts regularly scheduled meetings with building and department (e.g., special education, ELL) assessment coordinators to inform and assist them in test preparation and administration to include planning for any required testing technology.
4. Provides assistance to building principals and staff in all areas of student assessment. Develops necessary training resources and provides training to test proctors and school administrators in test administration, accommodation of student special needs for testing, use of online state testing systems, classroom assessment, using assessment to improve instruction practice, and test security.
5. Coordinates with testing agents such as College Board on SAT, PSAT, Advanced Placement. Prepares necessary testing documentation and requests. Receives and accounts for testing material and/or controls on-line testing scheduling and access. Manages the preparation and shipment of student answer documents when processed through contractors. Supervises the implementation of World Language assessment implementation by department staff.
6. Assures accuracy of district assessment database and analyses systems. Compiles data from technical source documents, performs data analysis using spreadsheets and statistical software to report test scores, percentages, and correlations as directed. Designs and produces custom reports; prepares graphic, narrative and tabular reports. Responds to request for assessment data/reports from school administrators, district staff, and district leadership. Performs specialized analysis of data to respond to request from administrators and district leadership.
7. Develops and distributes communications on upcoming assessments and notification of test results specific to students and parents and for general release. Assures security and accountability of test and assessment materials.
8. Certifies and updates student assessment records to graduation pathway records systems at the state to enable diploma issuance.

Data Administration:

1. Maintains district assessment database to include initiating recommendations for change to accommodate district needs. Coordinates the input of test and assessment into the student information system. Performs data analysis using spreadsheets and other software to report and analyze test scores.

2. Reviews state datasets to ensure the accuracy of publicly available accountability prior to publishing.
3. Communications and Representation: Receives inquiries concerning the district assessment program. Researches and resolves most inquiries. When necessary, refers inquiries and coordinates response. Tracks and assures timeliness of responses either individually or through coordination with others and approval of supervisor. Serves as District Assessment Coordinator (DAC) for the purpose of state assessment administration accountability.
4. Represents the district at regional and state meetings and with regional and state agencies to provide input, assistance, and recommendations on testing and assessment procedures and administration. Recommends actions and changes at the state level based on experience with delivering the program at the district level.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Associate's degree or equivalent in business, mathematics, technology or related fields.
3. Three years of progressively responsible experience that included data and program administration and coordination. The associate degree may be substituted through additional substantive experience that demonstrates comparable learning and knowledge.
4. Strong mathematical, statistical and analytical skills and demonstrated ability to work comfortably and effectively with office software, information databases, and technology equipment.
5. Ability to work both independently and cooperatively, exercise judgment and creativity, organize work, set priorities, and meet deadlines.
6. Ability to work with a high level of accuracy and reliability and ability to manipulate and present complex data in varying formats.
7. Ability to collaborate and communicate effectively, orally and in writing, with varying groups and internal and external organizations. Skill and knowledge to review, proofread, and edit materials.
8. Ability to read, understand, interpret, and translate complex information text to ensure end uses accurately administer assessments, apply accommodations, and maintain security in compliance with state, federal or vendor regulations.

Part V: Desired Qualifications



STUDENT ASSESSMENT COORDINATOR

1. Knowledge of district specific technology software and hardware.
2. Advanced technology skills.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than two hours at a time, may lift objects repeatedly, and may undertake repeated motions. Must move about the district efficiently.