



## ASSESSMENT DATA COORDINATOR

Classification: Administrative Support 5

Location: Assessment & Research

Reports to: Director of Assessment & Research

FLSA Status: Non-Exempt

Employee Group: EAEOP

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

### **Part I: Position Summary**

Provides program support to the Director of Assessment & Research and the Student Assessment Coordinator to carry out operational responsibilities to all areas of student assessment.

### **Part II: Supervision and Controls over the Work**

Serves under the direction of the district's Director of Assessment and Research, and guidance of the Student Assessment Coordinator. Is responsible for maintaining knowledge of state, national, and district assessment programs, policies, and procedures. Is expected to be able to analyze data and create data visualizations. Employee is expected to independently perform work of a varied nature in accordance with broadly defined procedures and guidelines with minimal supervision. Prioritizes and plans work according to assessment deadlines, testing calendars, state and national data release schedules, and district departmental data projects. Work is controlled by state and federal rules and procedures, district policies, other requirements such as FERPA, RCWs and WACs, and direction of the administrator and Student Assessment Coordinator.

### **Part III: Major Duties and Responsibilities**

Duties may include, but are not limited to:

1. Ensures all required department procedures for state, national and district assessments are followed.
2. Complies with state assessment rules, Family Educational Rights and Privacy Act FERPA (suppression rules) and district policies and procedures.
3. Adheres to test security procedures and maintains receiving of all state required documents by all district schools following each state required assessment window.
4. Identifies issues in district data reports, researches and identifies resolution, and makes suggestions to cabinet level administrators.

5. Maintains assessment data and prepares reports as required by the district and the state and federal government. Reports may be complex and require extreme accuracy to prevent a negative impact on programs.
6. Assures the security of testing materials and testing results.
7. Creates and maintains visualizations in district data software programs. Analyzes data trends and identifies problems and reasonable variations.
8. Researches and resolves testing issues with school administrators and staff.
9. Assists Student Assessment Coordinator in the investigation and resolution of any testing and assessment irregularities.
10. Provides support to proctors and field techs during assessment administration.
11. Download final score files from reporting sites on all administered assessments.
  - a. Analyze and vet data files
  - b. Combine data sets adding demographic data to assessment, attendance, discipline and/or performance data files
  - c. Create and update work plans for each set of data being processed
  - d. Prepare data charts and tables for State of the School Reports and other department or district reports
  - e. Map data files for upload into Student Information System
12. Provides online assessment support to building staff and other departments.
  - a. Analyzes data for Washington Comprehensive Assessment Program (WCAP) and World Language Assessments
  - b. Provide instructional pages for school administrators
  - c. Analyze student information to correct errors
  - d. Provide data sets as requested
  - e. Ensures students have been correctly coded in testing portal (Basic, Off-Grade, Homeschool/Private student)
  - f. Compiles scores and transcript letters for all students participating in the World Language proficiency exams.
13. Verifies all school submission of state required assessment documents have been accurately filled out and signed by each administrator.
14. Maintains current knowledge of state and national assessment policies and procedures.
15. Provides support to Student Assessment Coordinator and school personnel in the administration of national assessments including the SAT, PSAT and AP exams.

- a. Bulk upload of student registrations to College Board for all school.
- b. Support development of training materials
- c. Coordinate with Special Services and Categorical Programs to ensure student accommodations are in the system
- d. Download and map data to the Student Information System
- e. Prepare and provide data to schools
- f. Provide daily support during testing to resolve technical and substantive issues

16. Establishes and maintains assessment and data records as are required.

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 in computer science, mathematics, business, and/or other related fields. Related experience may be substituted for education on a year-for-year basis.
3. Strong mathematical, statistical and analytical skills and demonstrated ability to work comfortably and effectively with office software, information databases, and technology equipment.
4. Able to work in an environment with frequent interruptions and changing tasks and priorities.
5. Able to understand and execute oral and written instructions and adherence to policy and procedure. Able to communicate effectively using tact, courtesy and good judgment. Able to remain calm and focused and to assist building staff, proctors, students, or parents who may be emotional or frustrated.
6. Able to follow written and verbal direction, maintain a high level of confidentiality, and take the initiative when necessary. Ability to effectively communicate on complex issues with a high level of effectiveness.
7. Ability to provide effective advice and training to other employees regarding program area.
8. Able to organize work and set priorities for accomplishing work in a timely and effective manner.
9. Ability to work both independently and cooperatively, exercise judgment and creativity, strong interpersonal skills, and skill to organize work, set priorities, and meet deadlines.
10. Establishes and maintains effective working relationships with other employees, agency representatives and the general public.



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### **Part V: Desired Qualifications**

1. Knowledge of district specific technology software and hardware.
2. Experience in a public school or public employment setting.
3. 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 bend, reach, perform repetitive motions, sit, stand, move about, hear and speak. Employee is 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.