

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

COORDINATOR OF ASSESSMENT AND RELATED STUDENT SERVICES

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Guidance, School Psychology, or Educational Leadership.
- (3) Three (3) years experience in a student services area.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state and District policies and rules related to student assessment programs. Ability to organize and prioritize. Ability to communicate effectively orally and in writing to educators, parents, and the community. Ability to analyze and use data.

REPORTS TO:

Director of Research, Evaluation, and Policy

<p>JOB GOAL</p> <p>To assure that all aspects of state-wide assessment and District testing programs operate efficiently and effectively.</p>
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SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

COORDINATOR OF ASSESSMENT AND RELATED STUDENT SERVICES (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Direct and coordinate state-mandated and District student assessment activities.
- * (2) Facilitate school improvement process by providing climate survey materials and results to schools.
- * (3) Publish annual data information document.
- * (4) Serve as the District's Home Education Coordinator.
- * (5) Serve as chief examiner for the G.E.D. testing program.
- * (6) Assist the District and schools in interpreting and using data.
- * (7) Assist the Director of Research, Evaluation, and Policy with school improvement, planning, and program evaluation functions.

Interagency Communication and Delivery

- * (8) Provide reports and data in a timely manner.
- * (9) Serve as a resource person to the District and schools on matters related to student assessment testing and results.
- * (10) Interface with Management Information Systems (MIS) on tasks and products related to student testing.
- * (11) Meet with principals, curriculum personnel, and guidance counselors to share information and address issues.
- * (12) Interact with Department of Education personnel about student assessment as necessary or appropriate.

Professional Growth and Improvement

- * (13) Keep abreast of laws, rules, and policies related to test administration.
- * (14) Keep abreast of trends and issues in student assessment.
- * (15) Provide training for school test coordinators on test administration, test security, and related issues.
- * (16) Attend conferences, workshops, or meetings for professional development which will benefit the District.
- * (17) Promote and support professional development for self and others.

Systemic Functions

- * (18) Participate on District committees as designated.
- * (19) Prepare required reports and maintain appropriate records.
- * (20) Keep immediate supervisor and other appropriate personnel informed about potential problems and unusual events.
- * (21) Serve on Instructional Leadership Team.
- (22) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (23) Model and maintain high standards of professional conduct.
- * (24) Contribute to department planning activities.
- * (25) Demonstrate initiative in recognizing needs or potential improvement and take appropriate action.
- * (26) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (27) Facilitate problem-solving by individuals or groups.

*Essential Performance Responsibilities