

DISTRICT ASSESSMENT COORDINATOR

TITLE: District Assessment Coordinator

REPORTS TO: Director of Student Achievement Support

SUPERVISES: N/A

JOB FUNCTION: Facilitates and coordinates the services essential to the implementation of state and local student assessments

DUTIES AND RESPONSIBILITIES:

- Directs and interprets district student assessment program as related to CATS, serves as the district contact on questions related to CATS data, communication, etc.
- Serves as the district contact for Response to Intervention (RTI) screening activities.
- Directs assessment for student identification purposes (Child Find, G/T, LEP, etc) and assists program coordinators with data analysis, interpretation, and communication.
- Assists schools with identification of innovative assessment programs, manages purchasing/order process as schools implement assessment programs.
- Communicates assessment progress, needs, and changes to key stakeholders in the district.
- Coordinates and facilitates the implementation of School and District Report Cards.
- Assists/coaches teachers in integrating formative assessment practices in schools and individual classrooms. This includes assisting teachers as they develop assessment items, analyze student work, and making instructional decisions based on the results of those assessments.
- Actively participate in appropriate state-level organizations that will keep the district informed and prepared for assessment innovations as they emerge.
- Maintains regular attendance.
- Performs other duties as assigned.

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General state and federal assessment requirements; state and federal assessment requirements as related to Child Find, G/T Identification, etc.; general normative and criterion-referenced assessment; formative assessment practice at the classroom level.

ABILITY TO:

- Motivate and work cooperatively with a diverse group of people
- Budget and use time efficiently
- Manage human, physical, and fiscal resources
- Plan conceptually and operationally
- Use personal computers

EDUCATION AND EXPERIENCE:

- Master's Degree
- Five (5) years experience in the areas of data analysis, assessment, curriculum, and school improvement planning.
- At least three (3) years of successful teaching experience

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Teaching Certificate
- Certification either as a school superintendent, supervisor of instruction, or school principal.

Original Date: 05/1995

Revision Date: 03/2000

Revision Date: 12/2008

Revision Date: 07/2012

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