

9.6.02**COORDINATOR OF ASSESSMENT AND STUDENT SERVICES**

Reports To: Assistant Superintendent for Elementary Education

Dept/Campus: Central Office

Wage/Hour Status: Exempt

Contract Length: 240

PRIMARY PURPOSE:

Under the direction of the assistant superintendent, oversee the district's assessment program and coordinate T ASD tutoring services.

QUALIFICATIONS:**Education/Certification:**

Bachelor's degree in education

Master's degree in education preferred

Must hold a current Arkansas teaching certificate

Special Knowledge/Skills:

Ability to work effectively with students and staff

Ability to effectively present information to faculty, staff, and students

Ability to work with minimal supervision

Ability to work well with others

Excellent organizational, communication, and interpersonal skills

Experience:

Minimum of five years as an educator

The Board may find appropriate and acceptable alternatives to the above qualifications.

EVALUATION:

Coordinators employed by the district will be evaluated annually.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.

JOB DESCRIPTION

Coordinator of Assessment and Student Services

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4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Serve as the district test coordinator.
7. Provide training regarding appropriate test administration procedures for all district and state tests.
8. Organize and provide logistical support for testing activities, including the publication of testing schedules, training schedules, written instructions, distribution of required materials, and the collection of completed instruments and tests.
9. Maintain and collect documentation for state accountability testing.
10. Be responsible for test materials to include inventorying, counting, packaging, distributing, and tracking test materials, before, during, and after testing.
11. Stay current on state and federal legislation that impacts accountability and testing.
12. Develop and maintain database of all academic assessments of all standardized tests.
13. Process all student assessment results including timely distribution of school reports and district-level reports.
14. Serve as the liaison for the Learning Institute.
15. Effectively collaborate with and serve as liaison between instructional facilitators regarding student assessment, improvement planning, and curriculum and instruction.
16. Assist with the alignment of curriculum for the purpose of interim assessments.
17. Coordinate the planning, design, development, implementation, and evaluation of T ASD tutoring services.
18. Maintain accurate records of T ASD tutoring services including enrollment, budget, teacher time clock, and student academic growth.
19. Review and analyze data, including student achievement data, to examine instructional program effectiveness.
20. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of assigned program personnel.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

Physical Demands:

Frequent district-wide and occasional state-wide travel; occasional prolonged and irregular hours; ability to lift and carry 50 lbs.

Date Adopted: June 19, 2012

Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date