

## District Assessment Coordinator

### QUALIFICATIONS:

Degree and such other requirements as the Board of Education may find appropriate and acceptable.

### REPORTS TO:

Superintendent of Schools

### PERFORMANCE RESPONSIBILITIES – DISTRICT ASSESSMENT COORDINATOR:

Specific Program Responsibilities:

1. Oversee State Assessment Administration. (CSAP, CSAPA, and CELAPro)
  - Order materials
  - Receive, sort, count, distribute, track, prepare for shipping, and return over 1800 state assessment booklets
  - Verify test counts
  - Ensure test security
  - Serve as communication link between CDE and district/schools/teachers for assessment related matters
  - Attend CDE training
  - Provide for annual staff training
  - Participate in various student data verification processes throughout the year including n-count and ADE submissions.
2. State Assessment Reporting, Analysis, and Interpretation.
  - Review assessment scores when they become available in late July
  - Prepare Annual Assessment Summary in late July/early August
  - Prepare special reports for administrators as requested
  - Provide presentations to teachers, principals, school improvement teams, school board, etc., as requested
  - Manage/update district's "Assessment" web page
3. Manage Alpine Achievement Systems.
  - Update system with grade rollovers and new student rosters in the fall
  - Update system periodically to keep current with new enrollees
  - Provide teacher/principal training as requested
  - Obtain training in new capabilities as they become available
  - Oversee district's contract with Alpine
  - Upload MAP and DIBELS data as needed
4. Manage NWEA MAP Testing.
  - Train teachers in administration and interpretation
  - Train school MAP coordinators
  - Set testing windows and complete needed testing uploads/downloads
  - Manage contract with NWEA
5. Adequate Yearly Process.
  - Monitor district and school AYP status
  - Investigate and (if applicable) write appeals to negative AYP findings.
  - Communicate AYP results to school board, administration, and district staff
  - Provide presentations to teachers, principals, school improvement teams, etc., as requested
6. Accreditation.

- Provide support for creating district improvement plan.
- Provide presentations to teachers, principals, school improvement teams, etc., as requested

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the superintendent of schools in accordance with Board policy.

**EVALUATION:**

Performance of this job to be evaluated by the superintendent of schools in accordance with the policies of the Board of Education.

Approved: 01/22/2009