

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