

POSITION TITLE: Assessment Coordinator

FLSA: Exempt

REPORTS TO: Supervisor of Assessment and Support Programs

CONTRACT DAYS: Days and benefits will be specified in the employee contract. Contract will be prorated based on the actual start date.

QUALIFICATIONS:

- Must meet AR licensure requirements

DISTRICT VALUES

- We will always put student needs first.
- We believe relationships matter.
- We expect accountability.
- We operate with transparency.
- We prioritize student and staff safety.

ESSENTIAL JOB FUNCTIONS

- Develop and implement a comprehensive assessment plan aligned with district-wide educational objectives.
- Collaborate with school principals, curriculum specialists, and teachers to identify assessment priorities.
- Coordinate the scheduling and administration of various assessments, including standardized tests and district-specific evaluations.
- Ensure adherence to testing protocols and proper logistics for assessment activities
- Collect, analyze, and interpret assessment data to provide actionable insights for educators and administrators.
- Generate reports and presentations to communicate assessment findings to stakeholders.
- Interpret assessment results for teachers, administrators, and parents.
- Conduct workshops or training sessions to enhance the understanding of assessment data and its implications.
- Collaborate with curriculum developers to align assessments with curriculum standards and instructional goals.
- Work closely with technology specialists to facilitate the use of technology in assessment processes.
- Provide training opportunities for teachers on effective assessment practices.
- Stay informed about advancements in educational assessment, sharing relevant information with the district.
- Ensure the secure handling and confidentiality of assessment data in compliance with district policies and regulations.
- Develop and implement protocols for secure data storage, access, and reporting.
- Monitor and evaluate the quality and validity of assessment instruments.
- Implement quality assurance measures to enhance the reliability and accuracy of assessment data.

- Identify areas for improvement in the assessment process and recommend enhancements.
- Participate in district-wide initiatives to align assessment practices with overarching educational goals.
- Attends meetings and performs duties as assigned by administrators or supervisors, including after-school faculty meetings
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation
- Maintains professional competence through participation in professional development activities provided by the District and/or self-selected professional growth activities
- Carries out duty as assigned, including after-school or before-school duties
- Follows all TESS rubric "proficient" level expectations for their role
- Supervises students on recess, bus, during before and after school duty, on field trips, extracurricular events, and in out-of-classroom activities during the assigned working day
- Maintains prompt and regular attendance
- Demonstrates the ability to maintain positive professional working relationships with others
- Maintains emotional control under stress
- Abide by state statutes, school board policies, and regulations
- Performs other duties as assigned

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

OTHER JOB FUNCTIONS

- Has the ability to lift at least 40 pounds occasionally.
- Ability to endure prolonged standing, walking, sitting, occasional reaching above the head or the shoulders, bending, squatting, and kneeling.