

Job Description

Job Title: **Assessment Coordinator**
 Job Family: **Central Administration Support**
 Pay Program: **Classified**
 Prepared/Revised Date: **October 9, 2007**

Job Code: **1341**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 27**
 Typical Work Year: **12 months**

SUMMARY: Help produce and provide coordination, support and training for all required District data and state tests. Support administrators and teachers by making assessment results, analysis and curriculum framework easily available. May serve as liaison to the Colorado Department of Education. Train school personnel on administration of District and state tests. Coordinate the production, distribution and processing of assessment materials and communicate with students, parents and staff. Provide accurate and timely data analysis reflecting student, staff, school and District performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide information to schools, staff and parents regarding curriculum, testing and assessment materials available and student and instructional staff achievement data. Utilize student database to obtain information on students, schools, course classes and staff.	D	26%
2. May act as liaison between the Colorado Department of Education and schools regarding assessment issues. Performs data accuracy check on state required data.	W	16%
3. Utilize financial systems (PARIS and SFS) to process payments.	W	5%
4. Coordinate the production (printing), distribution (warehouse), collection and processing of District assessment materials, which may include teacher effectiveness and student performance data.	M	10%
5. Assist teachers and administrators with ScholarsMart data entry and data retrieval. Coordinate with the Information Technology Department to make changes to ScholarsMart program.	M	16%
6. Coordinate with school departments to make curriculum framework available to schools, teachers and administrators. Approve curriculum updates and make available to staff. Train school personnel to administer District and state tests. Provide guidance throughout testing process.	M	15%
7. Assist department in producing and delivering data and assessment related reports to school administrators.	M	5%
8. Receive, distribute, check-in, count, package and ship state tests. Observe administration procedures. Order tests and supplies for testing.	A	5%
9. Perform other job-related duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Specialized courses in mathematics or statistics preferred.
- Minimum of 5 years general clerical experience including 3 years experience with data analysis.
- Knowledge of special populations including special education and English language learners preferred.
- Experience in a school or school district office setting preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to successfully complete a pre-hire, post-offer physical examination.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Advanced operating knowledge of and experience with Microsoft Word, Excel and Access.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of SASI database required within four months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Accountability, Testing and Assessment Director or	3069
	School Services Executive Director	3092

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Utilize SFS to create and receive purchase orders. Reconcile credit card charges with PARIS software.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	