



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Assessment & School Support Coordinator	FLSA Status:	Exempt
Job Family:	Certified Administrative	Pay Range:	N
Prepared/Revised Date:	January 1, 2018	Job Code:	32430
		Days:	218

SUMMARY: Directs a comprehensive system of district and state level educational assessments and provides leadership in the utilization of information for continuous performance improvement and accountability. Ensures the creation of assessment data management and quality assurance processes and leads the development, reporting, and interpretation of assessments, research, evaluations, and other indices of educational quality for decision support. Provides targeted data analysis and instructional support to selective schools. This position assists students, parents, teachers, administrators, and the community in obtaining a thorough and accurate picture of school and district performance improvement. Develops and promotes good relations among community and school clientele.

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.*

Description of Job Tasks	
1)	Directs the development and maintenance of a system wide assessment and information plan, ensuring that reliable and valid assessments and other educational quality indicators are developed and used. <ul style="list-style-type: none"> a) Directs the State testing programs, ensuring the training of school testing coordinators, the security and proper management of test materials, and the quality of the achievement data collected. b) Supervises the development, purchase, and/or processing of district assessment materials, including scanning of answer documents, scoring of responses, and reporting of results, to assure reliability and validity of results. c) Assists district administrators, curriculum committees, and specialists in revising current local assessment instruments through item reviews, critiques, editing, and development to assure high quality assessments.
2)	Collaborates with district stakeholders to provide an accurate and unbiased picture of district performance and growth. <ul style="list-style-type: none"> a) Ensures compliance with state accountability and accreditation requirements for school and district reporting and unified improvement planning. b) Collaborates with district stakeholders and Performance Improvement staff to determine what information should be collected as indicators of educational performance, and how it should be reported and interpreted. c) Provides professional development to district staff and community to ensure understanding of accountability and accreditation measures, and metrics. d) Provides professional development to stakeholders in school improvement planning.
3)	Collaborates with Information Systems staff to ensure availability of quality data and information to district stakeholders. <ul style="list-style-type: none"> a) Impacts and informs the design and implementation of effective data collection, management, and quality assurance systems to ensure the accuracy of data used for continued performance improvement. b) Oversees assessment and accountability-related data submissions to the state.



4) Ensures that results of system wide assessments and educational quality indicators are reported accurately and in a manner which promotes appropriate use. a) Directs the ongoing development of a system of data access and reporting that reflect and promote best practices in data use and that support educational decision making for a variety of district stakeholders. b) Prepares and presents analyses of test/assessment results, providing reports, displays, and interpretations to appropriate District personnel and other interested parties. c) Supervises the use of statistical analysis software to analyze district wide assessment/test data which help provide information useful in improving curriculum, instruction, and program.
5) Collaborates with building leadership to build district capacity for others to be effective consumers of educational information, interpreting results of assessments and indicators in a manner that facilitates appropriate use for instructional improvement. a) Meets regularly with administrators and teachers to promote the understanding of and use of results from tests, evaluations, or surveys, to improve curricular or instructional services. b) Presents relevant and useful information to groups of parents, teachers, and administrators to promote the proper perspective on test and evaluation data, and disseminate information for use in decision making. (Bambrick's data driven instructional model)
6) Collaborates with building leadership and teachers to build capacity for others to effectively measure and monitor individual student progress against PSD milestones.
7) Maintains knowledge of current external research or testing/evaluation activities that could benefit the district in improving its educational services.
8) Serves as the administrative liaison with the Colorado Department of Education in regard to state defined assessment, accountability, and accreditation requirements.
9) Direct and organize district support team by identifying schools in bottom tiers, establishing a diverse support team based on the specific needs, conducting instructional rounds, providing feedback and monitoring progress on interim assessments.
10) Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Masters degree in Education or Curriculum and Instruction.
- Minimum of 3 years of experience in K-12 assessment, statistics, and research required.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Principal or Administrator's License.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of general educational principles, assessment, research design, SB 163, SB191.
- Knowledge of Colorado Academic, CELP, and CTE Standards.
- Reporting and implications for best practices in instructional areas.
- Knowledge of Colorado Department of Education's accreditation requirements.
- Excellent oral and written communication skills.
- Interpersonal relations skills.
- Ability to frequently travel among district facility locations.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.



- Ability to be a part of/work with a team.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- 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:

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Curriculum, Instruction and Assessment	
Direct reports:	No direct reports	

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



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

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