



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Assessment & School Support Coordinator** FLSA Status: **Exempt**
Job Family: **Certified Administrative** Pay Range: **R**
Prepared/Revised Date: **August 10, 2023** Job Code: **32430**
Days: **260**

SUMMARY: Directs the district's comprehensive local and state assessment system and provides leadership in the use of information for continuous performance improvement and accountability. Oversees assessment data management and quality assurance processes. Leads reporting and interpretation of assessment results for a broad audience of stakeholders including district leadership and community partners. A central responsibility of this position is guiding 50+ school administrative teams in the annual submission and implementation of state and federal regulated school improvement plans.

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. Direct, develop, and maintain the district system for state and local assessments. Executes assessments systemwide according to state and federal guidelines.
2. Codesign and develop the processes and procedures to be utilized by 50+ school improvement teams districtwide in meeting state and federal accountability purposes and requirements. These processes and procedures are codeveloped with the three assistant superintendents and Chief Institutional Effectiveness Officer, all of whom are cabinet members. Oversee and support implementation of processes and procedures with 50+ school improvement teams.
3. Provide direction, structure and design of district and school professional development related to delivery of state and local assessment. Responsible for training and oversight of school assessment coordinators at approximately 50+ sites.
4. Oversee collaborative processes between the Assessment Unit and IT leadership to ensure seamless assessment delivery, data management, and timely and effective reporting mechanisms are available to a broad set of end users (e.g., families, school leadership, district leadership, community partners).
5. Oversee and coordinate district leaders regarding districtwide assessment programs/functions embedded in multiple departments (e.g., ELD, Integrated Services, Curriculum & Instruction).
6. Provide leadership and respond proactively to all state and federal changes in policy and law, and their implications for Poudre School District, with regards to assessment and accountability. Represent Poudre School District on statewide committees and advisory groups that impact legislation and policy (e.g., Colorado Technical Advisory Panel, State Assessment SPOKE Committee, Association of Educational Evaluators).
7. Oversee district assessment budget.
8. Analyze complex district datasets, including hierarchical data structures, to provide system insights in support of the Strategic Plan and continuous improvement processes. Report and present findings to district and school-based leadership (e.g., Board of Education, Cabinet, principal groups, school teams, department chairs, community partners).
9. Attend work and arrive in a timely manner.
10. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s 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 preferred.
- 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, District policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people 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:

- Operation knowledge of and experience with 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:	Chief Institutional Effectiveness Officer	
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
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			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	