



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Assessment	Assessment & Accountability	Director, Assessment & Accountability

Position No: 77108	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 12/12/17
FSLA: Exempt	Date Revised: 11/19/21

JOB GOAL
As a Department, our mission is to provide effective, timely, and focused support to the entire school community in St. Lucie County to ensure rigorous, relevant learning experiences that result in high achievement for our students. The Coordinator of Assessment is responsible for the development of our overall Statewide Assessment Plan. The Coordinator will provide oversight, management, support, training, and facilitation for the day-to-day requirements of the State and District Test Administration programs in light of Federal, State, District, and Department Assessment Goals.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree (Master's Degree preferred) from an accredited educational institution and preferably in the field of Educational Research, Disciplines of Measurement, School Psychology or a related field preferred. 2. Teaching Certificate and/or Minimum of (4) years successful work experience in educational testing, data management, and analysis. 3. Ability to perform the functions of the position.

KNOWLEDGE SKILLS AND ABILITIES
<ol style="list-style-type: none"> 1. Ability to provide leadership in implementing federal, state and local assessment programs. 2. Knowledge of local, state and federal guidelines related to field of responsibility. 3. Knowledge of research and best practices in assessment and related areas. Understanding of principles of research design and ability to apply in school district settings. 4. Ability to plan, establish priorities, implement, and conduct staff development activities. 5. Working knowledge of technology and software at a level necessary to organize and present assessment reports for a variety of needs and audiences. 6. Ability to communicate effectively, orally and in writing, with a variety of audiences, including school district personnel and the public. 7. Ability to prepare concise and comprehensive reports and translate complex research concepts into lay person's language. 8. Experience with large-scale standardized testing. 9. Familiarity with tests and measurement theory and practice.

DUTIES AND RESPONSIBILITIES
<p><u>Leadership and Management:</u></p> <ol style="list-style-type: none"> 1. Provide leadership and direction for testing and assessment programs to meet District goals and ensure success. 2. Supervise the activities and evaluate the progress of testing and assessment programs to meet District objectives and State requirements. 3. Set high standards for the effective and accurate implementation of all assessment programs.

4. Provide high level support to assist school and district administrators and personnel with the implementation of assessment programs with fidelity.
5. Represent the school district at state meetings dealing with assessments. Serve, as assigned by the Director of Assessment & Accountability, as liaison between the Assessment Department, District teams, the State Bureau of Assessment, and external educational agencies to support improvement and opportunity for growth on issues related to district/school performance and assessments.
6. Effectively motivate, gain commitment, and facilitate task accomplishment for those implementing assessment programs at the school level.
7. Supervise the staff and the operation of the Testing Warehouse to ensure effective testing administrations, test security, and accountability to the FLDOE.

Testing and Assessment Service Delivery:

1. Coordinate all aspects of the District's Test administration program for Local, State, and National tests. Develop and implement the district's computer-based testing plan to meet federal, state, and local assessment requirements.
2. Manage State Assessment score reporting processes. Provide guidance and access for score reporting systems, manage datafile transfers, and provide score reports to schools and ITS.
3. Publish annual District Assessment calendars in accordance with FLDOE guidelines and district needs.
4. Manage all aspects of test security and track irregularities as required by the State. Participate as needed, to support investigations regarding violations of testing protocol. Manage movement of secure test materials as needed to facilitate test administration in schools and to ensure the required maintenance of test security.
5. Consult with district and state personnel on administration, scoring, and interpretation of standardized tests.
6. Serve as the District Assessment Coordinator for the FLDOE.
7. Provide technical assistance in the development and implementation of local assessments.
8. Assist with data analysis plans and dissemination of related information.
9. Performs other duties as assigned by the Director of Assessment & Accountability.

Talent Development and Growth:

1. Assist the Director of Assessment & Accountability in identifying training needs that are relevant to the implementation of department programs and necessary to meet district goals.
2. Plan and conduct professional development, training, and workshops on administration of test programs in schools, test security and ethics, access to and utilization of test results, and necessary technology training.
3. Engage in professional development and technical training to maintain expertise in best practices and legal requirements for large scale assessments and to foster continuous professional growth.
4. Facilitate the development, implementation, and evaluation of staff development activities in assigned areas.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.