

## JOB DESCRIPTION

**Title: Coordinator of Assessment and Accountability**  
**Job Code: 10175**

**FLSA Status:**

**Class:**

**Job Family:**

**Division: Information and Technology**

**Salary Schedule: Starting: \$ 52,077.52 Maximum: \$ 74,351.52**

**Add: \$3,547.06 if candidate has a Doctorate**

**SUMMARY:** A Coordinator of Assessment and Accountability will assist in designing, conducting, and reporting evaluations of programs and administration and in the interpretation of state and local tests as specified by the appropriate supervisor.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assist with the design, implementation and reporting of program evaluations and assessment data.
- Assist with all countywide and state testing programs.
- Consult with school personnel on selection, administrations, scoring, and interpretation of group standardized tests and/or program evaluations.
- Assist with the monitoring of contracted consultants.
- Assist resource persons, administrators, supervisors, and teachers with testing concerns and evaluation procedures.
- Assist school personnel with special assessment, research, and evaluation projects.
- Coordinates the development of local tests pertaining to statewide assessment and specific subject areas.
- Assist in the development and delivery of training in the areas of assessment, evaluation, and accountability.
- analyze results of countywide and state testing programs and prepares reports for varies audiences (e.g., Board, principals).
- Responsible for security of all tests.
- Maintain communication with the director of the department and supervisors on issues that affect the Department of Assessment and Accountability.
- Represent the Department of Assessment and accountability at workshops, meetings, and conferences as assigned by the appropriate.
- Assist other members of the department in accessing information through the computer.
- Assume other duties as assigned by the appropriate supervisor or the director of the department.

### EDUCATION/EXPERIENCE

A Master's Degree is necessary with emphasis on Evaluation, Testing, Research, Measurement, Accountability or a related field. Subject Area Certification in one of the following areas is necessary: Educational Leadership, Supervision, Vocational Education Director, Administration at the Adult Level, Administration and Supervision, or School Principal. (An appointee who does not possess the appropriate administrative certification will be given four years from the date of appointment to obtain the appropriate administrative certification.)

The employee should have one-year successful experience in the area of research, assessment and/or program evaluation and demonstrate both theoretical and applied knowledge of evaluation and assessments. The employee should demonstrate the ability to construct tests, interpret and utilize test results. The employee should demonstrate competencies in technical writing and training. The employee should have knowledge of data analysis procedures and the use of statistical computer programs.

The major emphasis for this position will be split between Assessment and Evaluation. Approximately 50% of the time will be to support the testing program. The remaining 50% will be working on evaluation projects.

## Coordinator of Assessment and Accountability (cont.)

### PHYSICAL DEMANDS/WORK ENVIRONMENT:

This position is classified as sedentary with the noise level in the work environment moderate.

### SUPERVISORY EXPECTATIONS:

The Coordinator of Assessment and Accountability is expected to work item writers and monitor their work to ensure they submit a quality product in a timely way (see Essential Duties and Responsibilities).

### DISTRICT EXPECTATIONS:

All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission goals and Strategic Plan; to engage in civility, respect and professionalism; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

**NOTE:** School Board Policy 6.01 ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, disability or age.