

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Assessment Coordinator

Department: Instruction

**Grade I
H.P.D. 8
D.P.Y. 260**

Job Description

Reports to: Director of Accountability

Date Reviewed: August 2018

Purpose of Job

The purpose of this job is to serve as district testing coordinator, while serving as an assessment liaison between instructional team, administrators, teachers, students, parents and others.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Coordinate and conduct training sessions on district, state and national level assessments for principals, assistant principals, building testing coordinators, teachers, parents, and other key assessment personnel.

Coordinate, generate, and maintain the district assessment calendar.

Coordinate, manage, and support the paper and/or on-line test administrations of TCAP TNReady 3-8 & EOC, MSAA, TCAP ALT, WIDA, Brigance, PSAT, ACT, AP, NAEP, TIMMS, Gateway, Benchmarks, and Common Assessments.

Devise and maintain a plan for test security and monitor compliance and report non-compliance issues.

Organize and communicate assessment processes and results to all stakeholders.

Integrate testing for homebound, Virtual Connections, Virtual High School, homeschool, alternative school, TCAT, Nashville State, and Synergy.

Manage and complete the Gateway Special Education Diploma and Attendance Certificate conversions to Regular Education Diploma process.

Attend state and local assessment-training sessions.

Maintain a working knowledge of Allowable and Special Testing Accommodations for all Standardized Assessments and insure appropriate application of such accommodations.

Manage and assist with the administration of local, state and national assessments.

Receives, checks, distributes, collects, returns, and is accountable for all used and unused Assessment materials for processing.

Coordinate the distribution of testing results in a manner consistent with system procedures.

Manage district online assessment dashboards and browsers. Utilizes Microsoft Word, Excel, Power Point, Test Drive database, internet resources, learning information systems and e-mail to support instruction, assessment, and research needs.

System management of EdTools/Randasolutions, Questar, Nextera, Power School, WIDA, Visibility Tool, ACT, Test Drive, Rosetta Stone, MUNIS, ACT/PearsonAccess Next, EVAAS, Teacher Student Connection, EE Pass, TN Compass, and TEAM.

Inputs data utilizing Excel Spreadsheet, statistical software, and Test Drive database for assessment.

Assembles materials, composes, and types routine correspondence, reports, and other materials.

Provides a variety of routine information to the public on request.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree, with one to three years of assessment experience, including training facilitation and general office experience required; or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Assessment Coordinator. Has considerable knowledge of attendance, enrollment and student practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to

department operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has proficient organizational and human relations skill. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as telephones, computers, typewriters, copiers, adding machines, etc.. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes given assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to Assessment, Research and K-12 At Risk Programs Coordinator. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to job of Assessment Coordinator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials: to explain procedures and policies: and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM / SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisor, general public, and officials) beyond giving and receiving instructions such as interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position of Assessment Coordinator.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date