

SCHOOL DISTRICT OF ALACHUA COUNTY

COORDINATOR -- TESTING

JOB DESCRIPTION

FLSA:	Non-Exempt	BARGAINING UNIT ELIGIBILITY:	No
PAY	28	SALARY SCHEDULE:	Professional/Technical
GRADE:			

QUALIFICATIONS:

- (1) Associates Degree from an approved accredited educational institution;
- (2) Minimum of three (3) years successful experience in planning, organizing and implementing a large scale testing program; or
- (3) An equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and District rules, regulations and policies related to job function. Ability to manage and secure test materials. Ability to maintain confidential student information. Ability to demonstrate initiative to conduct day-to-day operations with minimal direct supervision. Ability to plan, organize and prioritize activities. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff, administration, school-based personnel and outside organizations.

REPORTS TO:

Director – Research, Assessment and Student Information

JOB GOAL

To coordinate and manage the District's assessment and accountability system and provide student performance data for the support of curriculum instruction. .

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist in planning and developing the District's yearly testing calendar.
- *(2) Manage the District's state and District level paper-based assessments, including but not limited to, FCAT, FAA, CELLA, FAIR, FLKRS, PLAN, AP, IB and AICE.
- *(3) Work with personnel from Instructional Technology, plan and implement the District's state and District level computer-based assessments, including but not limited to, FCAT, FAIR, EOC and other computer-based assessments as they come online.
- *(4) Manage the ordering, distribution, collection and return of all state assessment materials and information.
- *(5) Distribute results of state assessments as appropriate.
- *(6) Work with members of the curriculum staff on the development, production, distribution, collection, scoring and reporting on District assessment initiatives.
- *(7) Provide District-wide assessment development based on an analysis of student and community needs, teacher input, parent input, and other pertinent information.
- *(8) Develop a network of school based contacts for coordinating state and District assessments.

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- * (9) Develop and deliver training on state and District assessment protocols, as required.
- * (10) Maintain department budget, prepare all requisitions and budget amendments, and order all supplies and equipment.
- * (11) Provide leadership and direction for assigned areas of responsibility.
- * (12) Set high standards and expectations and promote professional growth for self and others.
- * (13) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (14) Serve on school/district committees as requires or appropriate.
- * (15) Adhere to applicable safety standards.
- * (16) Attend all staff meetings and workshops.
- * (17) Assist with maintaining a clean and orderly environment.
- * (18) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (19) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (20) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- * (21) Demonstrate initiative in the performance of assigned responsibilities.
- * (22) Demonstrate support for the school district and its goals and priorities.
- * (23) Exhibit interpersonal skills to work as an effective team member.
- * (24) Follow attendance, punctuality and proper dress rules.
- * (25) Maintain confidentiality regarding school/workplace matters.
- * (26) Maintain expertise in assigned areas.
- * (27) Manage time efficiently.
- * (28) Model and maintain high ethical standards.
- * (29) Participate in cross-training activities as required.
- * (30) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (31) Prepare all required reports and maintain updated and accurate records.
- * (32) Respond to inquiries and concerns in a timely manner.
- * (33) Represent the District in a positive and professional manner.
- (34) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and /or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum 12

Adopted 10/4/11