

Cochrane-Fountain School District – Job Description

Title: Assessment Coordinator

Summary

The Assessment Coordinator is responsible for coordinating, conducting, and analyzing all formal assessments within the district.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Assessment Coordination

- Create and manage district-wide assessment calendar.
- Work with administration to assign or delegate specific assessment duties.

Assessment Supervision

- Serve as the DAC (District Assessment Coordinator) and oversee the administration of the following assessments: ACCESS, WI Forward, ACT Aspire; ACT; MAP and any other district or state assessment as assigned.
- Coordinate with SPED Director to administrate the DLM assessment and ensure accommodations are in place for students with IEPs taking other required state and district assessments.
- Coordinate with technicians to set up testing requirements for any online assessments.
- Facilitate any required assessment training; handling of testing materials; scheduling of testing locations; and purchasing of testing incentives.
- Serve as the Title III coordinator.

Professional Development

- Work with administration to identify professional development needs associated with assessment and data analysis.
- Work with administration to schedule professional development on in-service days throughout the school year.
- Provide professional development training on in-service days when appropriate.

Additional Responsibilities Associated with this Position Under a Full-Time Assignment:

- Data analysis and support
- State reporting requirements associated with assessment data

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Qualifications of Employment

Required

- Possess a minimum of a B.S/B.A. degree and a valid Wisconsin Teaching License
- Technology skills needed to effectively perform job
- Effective oral and written communications
- Organizational and time management skills

Preferred

- Working knowledge of Infinite Campus
- Previous experience as a District Assessment Coordinator

Terms of Employment

Employment is 220-days within the July 1 – June 30 school fiscal year. Salary, benefits, and other compensation options to be recommended by the Superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Principal.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021