

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### COORDINATOR OF ASSESSMENT & ACCOUNTABILITY

#### QUALIFICATIONS

- (1) Master's degree (preferred) from an accredited educational institution in education or related field.
- (2) Valid Florida certification in Education Leadership with four years of successful experience in education with graduate study or experience in student assessment, data analysis, and educational accountability preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of measurement and assessment, testing protocol and school grading programs.
- Knowledge of State of Florida and federal accountability programs, related laws and State School board Rules related to student assessment and school/district accountability.
- Knowledge of computer applications and technological equipment, as related to specific job functions.
- Strong observation skills.
- Skill in problem solving.
- Ability to plan, organize and prioritize.
- Ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively with District personnel and the public.

#### JOB GOAL

To coordinate all phases of implementation, administration, analysis and reporting of results related to federal, state, and district assessment and accountability programs.

**REPORTS TO:** Executive Director of Teaching & Learning

**SUPERVISES:** Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES

- \*(1) Consult with the Director of Curriculum & Instruction in matters related to Assessment and Accountability.
- \*(2) Coordinate federal, state, and district assessment and accountability functions.
- \*(3) Serve as the lead liaison with DOE assessment and accountability staff.
- \*(4) Issue memorandums and other correspondence related to assigned duties.
- \*(5) Disseminate annual assessment schedules for K-5, 6-8, 9-12 including special center schools.
- \*(6) Develop, implement and monitor the operational budget for Assessment and Accountability.
- \*(7) Supervise the ordering, receiving, inventory and dissemination of materials related to federal, state, and district assessment programs.
- \*(8) Coordinate the process and procedures related to the dissemination, return and shipping of assessment materials.
- \*(9) Direct the dissemination of assessment results to schools, appropriate directors, coordinators, School Board media, and the public
- \*(10) Coordinate the presentation of professional development activities related to assessment protocol, processes, and procedures.

## **COORDINATOR, Assessment & Accountability (Continued)**

- \*(11) Effectively utilize technology to organize, analyze, and disseminate assessment results.
- \*(12) Serve as a clearinghouse for requests for data analysis and the reporting of results.
- \*(13) Maintain the highest standards of professional ethics related to test security and test protocols.
- \*(14) Monitor all schools in the implementation of sound testing practices.
- \*(15) Investigate and report any breaches of sound testing practices.
- \*(16) Provide technical assistance to schools as requested or required.
- \*(17) Provide feedback to Principals and Directors related to school-based testing procedures.
- \*(18) Guide department staff in continued professional development.
- \*(19) Serve as district liaison and contact person with the Department of Education for state assessment and program evaluation activities.
- \*(20) Engage in effective program evaluation.
- \*(21) Perform other duties as assigned by the designated Director.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS**

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

### **EVALUATION**

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

### **TERMS OF EMPLOYMENT**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of work year and hours of employment shall be established by the district.

**Job Description Supplement Code: 8**

**Flagler Schools Strategic Framework – Teaching & Learning**

**Approved 06/19/2018**