



COORDINATOR

ASSESSMENT, INSIGHT AND ANALYTICS

JOB DESCRIPTION

JOB TITLE: Coordinator of Assessment, Insight and Analytics **FLSA STATUS:** Exempt
REPORTS TO: Chief Academic Officer **PAY GRADE:** ADM-06
LOCATION: Education Support Services **DAYS:** 260
JOB ID & DATE: ADM-50 | August, 2023

JOB PURPOSE SUMMARY

Support implementation of state, district, and local assessment programs and participate in the development and maintenance of a comprehensive data analytics system that supports PreK-12 leadership and community partners. The coordinator will design processes and systems to improve organizational outcomes by implementing and monitoring the Adams 14 instructional strategic plan and district Unified Improvement Plan (UIP). This position will assist in building a systemwide analytics culture to improve experiences and outcomes for Adams 14 students and staff. Maintaining data integrity in all analytics processes results in trust and subsequent use of data analytic tools by a wide array of system stakeholders. Requires creative problem-solving skills, project-oriented work preferences, and a high level of proficiency with written and oral reports/presentations. Data visualization, a fluent understanding of fundamental statistical concepts, and proficiency in working with large data sets to carry out analyses with precision are key skills for this position.

REQUIREMENTS

Education Level Details

Bachelor's degree with coursework in statistics, quantitative analysis, measurement assessment, research methods; or the equivalent in relevant work experience
Master's degree preferred

License / Certification Required

Colorado Principal License Preferred.
Colorado Teaching License in the Academic Field Required

Work Experience Required

5 years teaching experience
3 years Building Administrative Experience Preferred
Documented experience providing high quality professional development

Other Skills and Abilities Required

Strong verbal and written communication skills
Basic computing skills to include Google Suite required at entry
Experience with teaching and learning in an Elementary/Secondary setting
Strong interpersonal relationships
Knowledge of adult learning theory
Ability to think innovatively
Ability to meet established deadlines
Ability to interact with top level officials and all staff with tact, courtesy and diplomacy
Effective English and Spanish communication skills strongly preferred

FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Collaborate with senior leadership and employees from all divisions and at all levels of Adams 14 to plan, monitor and update the district's strategic plan.
- Develop, coordinate, and align planning tools, structures, and processes to ensure full implementation of the strategic plan and UIP () for the district and schools.
- Support staff in monitoring the implementation and evaluation of strategic plan and UIP) for progress toward strategic objectives. Conduct workshops with staff to enhance strategic planning processes, identify efficiencies, and improve effectiveness across all divisions.
- Guide departments in identifying and using appropriate performance measures as an ongoing part of the strategic planning process, including district and school UIP's.
- Assist staff in utilizing key performance indicators for process improvement and decision making within the strategic planning process, and influence cross-functional thinking to define complex issues, facilitate ideas, and build consensus around decisions or effectively lead discussion towards decision.
- Facilitate monitoring trends across systemic key performance indicators.
- Work in a team environment, handle multiple tasks, react to change in a positive manner, and meet deadlines.
- Leads and oversees the District Accountability Committee (DAC) and School Accountability Committees (SAC)

Assessment and Analytics

- Manage the district-wide local test administration of all state and district approved local assessments, including collaboration with the IT department regarding account management, test administration, and data uploads in the Adams 14 student information system. Test administration includes associated training of school personnel.
- Support school staff awareness/use of results via knowledge of associated district-developed and vendor reports/tools.
- Collaborate with other department administrators toward knowledge and capability to manage state assessment systems (e.g., CMAS, PSAT, SAT) within Adams 14, including associated training and support and required materials management.
- Collaborate with department staff in monitoring data accuracy and maintaining records systems associated with Acadience, MAP, CMAS, PSAT, SAT, and ACCESS assessment systems. Provide support, disseminate information, and respond to inquiries associated with these assessment systems as needed.

Analytics

- Access and synthesize information from student information systems, raw assessment files, surveys, and other sources to develop and disseminate systemwide research/evaluation reports and maintain/update data-visualization tools.
- Support Adams 14 stakeholders in use of associated findings/information toward system-improvement efforts (attaining the District Ends).
- Assist in developing, conducting, and reporting results for employee, student, family, and community surveys (primarily online surveys using a tool such as Survey Monkey). Reporting results includes oral presentations, short written reports, and development/maintenance of associated data visualization tools to promote broad system access and use.
- Coordinates the development, administration, scoring, and appropriate reporting of all federal, state, and local mandated assessment programs.

Planning and Administration

- Collaborates with other departments in the development and implementation of computer-based testing plans.
- Supports the Chief Academic Officer in developing and managing assessment budgets, expenditures, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.
- Supports the District and schools in identifying and using assessment tools for school improvement including the development of administrative guidelines for programs serving at-risk students.
- Serves as the District liaison to the Colorado Department of Education and other official state entities in regard to matters of assessment and program evaluation; serves as a District liaison on statewide testing and data reporting committees.
- Works cooperatively with other departments and divisions to plan, organize, and direct the evaluation of district wide programs with regard to student assessment and accountability data, upon request.
- Provides evaluation and technical review of assessment data to determine maximum impact on student achievement.
- Develops and provides assessment-related staff development to schools, department staff and administrators districtwide.
- Maintains familiarity with current educational assessment and evaluation literature.
- Directs and coordinates a District-balanced assessment calendar.

Communication

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Compliance

- Participate in staff development activities to improve job-related skills.
- Comply with state, district, and school regulations and policies.
- Compile, maintain, and file all reports, records, and other required documents.
- Attend administrative, Board of Education meetings, and other required events

Budget and Resource

- Project budgetary needs and plans for effective use of fiscal resources.
- Maintain accurate records in accordance with professional standards, state guidelines, and school system policy.
- Review processes for improvement opportunities and implement adjustments as needed to ensure quality results.

Policy, Reports, and Law

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with all district and campus routines and regulations.
- Perform other duties as assigned by the Superintendent of Schools.

SUPERVISORY RESPONSIBILITIES

Supervise members of the department

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The position may require the employee to work some evenings and weekends. The individual must be able to work remotely in the event of a district shut-down or other situation.

Mental Functions: May work prolonged or irregular hours and must be able to maintain control under stress. While performing the duties of this job, the employee is regularly required to

communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills.
Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____