

27J SCHOOLS EXEMPT JOB DESCRIPTION

Job Title: Assessment and Data Coordinator
Date Prepared or Last Modified: December 2020
Work Year: 260 Days
Department: Assessment
Reports To: Director of Curriculum and Instruction

SUMMARY To provide leadership in 1) managing the state and district assessment systems for online testing and 2) creating data solutions and visuals to support continuous improvement efforts towards district initiatives. These efforts will be accomplished by working closely with all stakeholders in the district to provide accountability in state and district assessments and use of data.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 10% Manage and coordinate state and district assessment database systems, including but not limited to, Colorado Measures of Academic Success (CMAS), University of Kansas, (DLM), eduClimber Infinite Campus, NWEA MAP, Fastbridge, Illuminate, Dibels NEXT, Superkids, ReadyGen, and COR
- D 15% Integrate and upgrade technology solutions for assessments, student data, and data visualizations in order to server district initiatives.
- D 1% Researches and troubleshoots student level data anomalies or system errors in assessment systems for correction or to ascertain best practices for necessary change.
- W 5% Develop and facilitate training on state and district assessments and data systems for district staff.
- D 10% Assure secure and ethical testing protocols and procedures are implemented
- W 10% Manage distribution of testing materials in accordance to Colorado Department of Education
- D 10% Liaison between Colorado Department of Education and schools regarding technical assessment issues
- D 10% Liaison to state approved and district contracted computer based testing companies and schools
- D 10% Creates data solutions for internal reporting
- W 5% Distributes, collects, processes and reports test results from Colorado Department of Education for the district multiple times of the year
- Q 5% Attend regular meetings and training sessions as provided by Colorado Department of Education
- D 5% Primary technical assistance liaison to 27J Staff for the purpose of problem solving state and district online assessment and data systems
- Q 1% Publish annual district-wide testing calendar for all assessments grades preschool to 12th, including gifted and talented (CoGat), English language learner (Access), READ Act (Dibels)
- Y 2% Prepare, review and report student data for Colorado Department of Education end of year reporting.
- Ongoing 1% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: : Bachelor degree required or equivalent work experience in data management and online assessment related experience.

EXPERIENCE: Minimum of 3 years and up in data management, school assessment fields and advance computer technical skills

SKILLS, KNOWLEDGE, & EQUIPMENT: This position will require advanced technical computer skills, keyboarding and word processing skill; and advance critical thinking and problem solving skills. It also requires superb customer service and good public relations skills. Maintain professional relationships with peers. Ability to maintain confidentiality in all aspects of job; manage multiple priorities; manage multiple tasks with frequent interruptions and the ability to diffuse and manage volatile, stressful situations and ever changing deadlines. Understanding of assessment practices and protocols around using data to drive instructional practice. Ability to apply wide range of technology skills involving student data including a solid knowledge of Microsoft Excel.

CERTIFICATES, LICENSES, & REGISTRATIONS: Current Divers License

SUPERVISION/TECHNICAL RESPONSIBILITY: This position has no supervisory responsibilities; however will coordinate and train school assessment coordinators as well as others when appropriate.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee frequently is required to use hands to finger, handle or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually quite. While performing this job the employee may regularly be required to drive to schools and deliver testing materials.

MENTAL FUNCTIONS While performing the duties of this job, the employee is frequently required to compare, analyze, communicate, coordinate, compute, synthesize, use interpersonal skills, and compile. Occasionally required to copy, instruct, evaluate, and negotiate.