

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Building Assessment Coordinator

Classification: Certificated

Reports to: District Assessment Coordinator

PURPOSE STATEMENT

The building assessment coordinator will work with school administration to create and implement a building wide plan for the delivery of building, district, and state assessments.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Prepare building testing schedules
- Provide assessment training for staff
- Attend trainings related to implementation of assessments
- Work with administration and the district assessment coordinator to ensure that the building has the necessary resources for various assessments
- Support teachers during the assessment process
- Support teachers in finding assessment data

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- General knowledge of MAP and SBA testing procedures
- General knowledge of accessing assessment data

Working Environment

Assessment coordinators will work in their typical work environment within their school building.

Experience

- Any experience as a certificated employee. No minimum required

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- Washington State Teaching Certificate preferred.

Continuing Ed./Training

None

Certificates

Washington State Teaching Certificate

FLSA Status:

Exempt

Salary Range: Based on SCEA

Collective Bargaining Agreement

Activity Schedule

Classification History

Job Description Developed: 3.2.21

Revised:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.