ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: **Assessment & Data Coordinator**	**Department / Building:** Teaching & Learning / District Office
Reports To: Director of Teaching & Learning	**FLSA Status:** Exempt
Grade / Subgrade: Coordinator	**Bargaining / Work Unit:** Non-Affiliated
Duty Year: 225 days	**Position Last Updated:** 06-01-2026

SECTION II: JOB SUMMARY

Responsible for providing leadership and training for the collection, dissemination, and analysis of student data.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	**Statement of duty/responsibility:** Student Testing and Assessment Data and Coordination
Percent of Time	60%	

Tasks involved in fulfilling above duty/responsibility:

- Coordinates and implements the administration of state and district testing and assessments.
- Partners with teachers and administrators to correlate all test data with curriculum and utilize the results to provide recommendations on instructional improvements.
- Trains district staff on interpretation of testing and assessment data.
- Analyzes state and district test data and reports results to staff, administration, the School Board, and community members.
- Maintains and updates testing data on the district website and databases.
- Responsible for consistent and clear communication with district administration, principals, and stakeholders in sharing and leading the district strategic response to testing and assessment data including parent stakeholders where and when appropriate.

Duty/Responsibility #	2	**Statement of duty/responsibility:** District Data Coordinator
Percent of Time	30%	

Tasks involved in fulfilling above duty/responsibility:

- Coordinates and implements monthly data site meetings.
- Builds a systemized approach to site data meetings including the addition of a site data coach to increase the understanding and usage of data district-wide.
- Supports MTSS and intervention data needs at each site.
- Partners with teachers and administrators to identify gap areas through data analysis and identify needed improvements.
- Partners with other Teaching and Learning staff.
- Serves as district resource for the collection, compilation, and communication of district and student data including sharing and communicating with department stakeholders about the use, access, and application of student data.

Duty/Responsibility #	3	**Statement of duty/responsibility:** Special Projects
Percent of Time	10%	

Tasks involved in fulfilling above duty/responsibility:

- Attends meetings, workshops, and training sessions as directed.
- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current Minnesota curriculum standards and MARSS reporting requirements.
- Proficiency in training and leading adult learners.
- Proficiency in analyzing data and using the data to provide recommendations for improvement.
- Basic knowledge of reading, writing, and math concepts sufficient to assist students and staff.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Demonstrated listening skills.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of the literacy program.
- Knowledge and ability to maintain a good working knowledge of the site, area(s) and student population(s) to which assigned.
- Ability to develop and maintain effective working relationships with students, staff, and parents.

- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.
- Ability to interpret directions and clearly articulate expectations to students.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.
- The knowledge, skill, and ability to set up, maintain, and ensure the security and confidentiality of data and information, particularly student related records.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Master's degree in education and MN teaching or administrator license is strongly preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- Five years of experience working with children and/or adolescents in an educational setting is preferred. Prior administrative experience in an educational setting is preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands		
N = never **/ O =** occasionally (1-33%) **/ F =** Frequently (34-66%) **/ C =** Consistently (67-100%)		
Physical	**Lifting/Carrying**	**Exposure to Environmentals**

Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds	O	Toxic chemicals	N
Sitting	F	Up to 50 pounds	O	Moving parts	N
Talking in person/on the phone	F	Up to 75 pounds	N	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	N	Explosives	N
Hearing	F	More than 100 pounds	N	Fumes	N
Feeling, grasping, finger dexterity	C	**Noise Levels**		Extreme cold (non-weather)	N
Climbing, balancing	N	Quiet (i.e. private office)	F	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	N
Crouching, crawling, kneeling, squatting	N	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	**Sight**	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing smell	N			Looking at computer monitor	F
Distinguishing temperature	N			Color vision (identify and distinguish colors)	F
Traveling by automobile	O			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.