**Tigard Tualatin School District 23J**

**Job Description**

**Work Year:** 260/261
**Job Group:** Confidential.Manager
**FLSA Status:** Exempt
**Salary:** Column I

**JOB TITLE:** District Assessment Coordinator **REPORTS TO:** Director of Teaching & Learning

## GENERAL DUTIES SUMMARY:

The District Assessment Coordinator facilitates the ongoing development, progress, and maintenance of the District's assessment infrastructure. This role encompasses systems development, training, technical assistance, monitoring, and policy development to ensure a robust data system that improves student outcomes.

## SUPERVISORY RESPONSIBILITIES:

Effectively supervise and evaluate classified assessment staff. Responsibilities include providing direction and coordination for the assessment department.

## ESSENTIAL DUTIES and RESPONSIBILITIES:

- Perform the duties of the District Test Coordinator for all state assessments, training and monitoring school test coordinators to ensure standardized administration.
- Ensure test security and student confidentiality across all assessment platforms.
- Monitor the appropriate use of accommodations and modifications for students in special education and English language learner programs according to state regulations.
- Act as the first line of support for troubleshooting administration issues and investigating testing improprieties.
- Analyze and prepare comprehensive reports regarding student outcomes on state assessments.
- Develop and maintain a coordinated data system that assists school and district personnel in utilizing formative and summative data sets.
- Provide training and technical assistance to district personnel on using technical data systems to improve student outcomes.
- Assist school-based data teams (e.g., EBIS, EBS) in screening, sorting, and monitoring the progress of students requiring academic or behavioral intervention.
- Perform research and program evaluation duties on a wide variety of educational issues as directed.
- Coordinate and validate the work of the district's data analyst in conjunction with the Curriculum Director.

- Train school staff to utilize student discipline and progress monitoring databases (e.g., SWIS, IPAS) for effective intervention planning.
- Collect and summarize data to monitor district compliance with Strategic Plans, Continuous Improvement Plans, and various grants.
- Coordinate the collection and submission of data to the Oregon Department of Education for state reporting purposes.
- Manage the assessment department budget and coordinate an online assessment help system.
- Coordinate the collection and analysis of interim, perception, and observational data.

**Marginal Duties and Responsibilities:**

- Attend and present at out-of-district trainings to relay new research findings to school staffs.
- Complete other duties as assigned by the Director of Teaching and Learning.

**QUALIFICATIONS:**

***Minimum:***

- Specialized Knowledge: Knowledge of research related to best practices in educational assessment, program evaluation, and Multi-tiered Instruction (RTI/EBIS).
- Data Visualization and Reporting: The ability to translate complex statistical outcomes into clear, actionable presentations for non-technical audiences, such as the Board of Directors, parents, and community groups.
- Technical Assistance: Skill in providing clear, professional training to school-based coordinators to ensure test security and standardized administration.
- High-Volume Accuracy: The ability to maintain intense focus and extreme attention to detail when analyzing complex data sets for 6–8 hours a day.
- Deadline Management: Demonstrated ability to meet strict, non-negotiable state and federal reporting deadlines while managing multiple assessment windows simultaneously.
- Technology Skills: Fluency with Google Workspace, Microsoft Excel and PowerPoint; experience using databases for organizing and reporting student outcomes.
- Analytical Reasoning: Ability to interpret complex instructions from the state department of education and translate them into standardized local procedures.
- Mathematical Skills: Strong background in statistics and analysis.
- Interpersonal Skills: Demonstrated ability to work effectively with diverse individuals, teams, and groups (parents, administrators, and specialists).
- Stakeholder Support: A service-oriented approach to providing "first line of support" for troubleshooting administration issues and investigating testing improprieties.
- Collaborative Leadership: Ability to work closely with the Director of Teaching & Learning, the district's data analyst, and school-based data teams (EBIS/EBS) to facilitate program success.
- Confidentiality and Ethics: A commitment to maintaining the highest level of integrity regarding student confidentiality and test security, ensuring 100% compliance with state regulations.
- Fiscal Responsibility: Proficiency in managing the assessment department budget and coordinating purchasing for online assessment systems.
- Systems Innovation: The ability to develop and maintain "coordinated data systems" and "online assessment help systems" that improve user experience for district staff.
- Adaptability: The willingness to adapt to frequent changes in state testing requirements, software updates, and district strategic priorities.
- Schedule Flexibility: Ability to perform "occasional night duty" for presentations or training as required.

***Preferred:***

- Advanced Software Proficiency: While Excel is required, the template supports including preferred skills in advanced tools like MS Access, SQL, SPSS, or R to enhance data analysis capabilities.

**EDUCATION and EXPERIENCE:**

- Minimum of a Bachelor's degree in education, mathematics, statistics, or psychology.
- Minimum of 3 years in the educational field.

**WORKING CONDITIONS:**

The physical demands described here 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.

- The employee is required to sit for long periods (5–6 hours) and input data at a computer terminal for 6–8 hours per day.
- The role involves frequent standing, reaching, and bending, and the employee must be able to lift objects weighing 15–25 pounds.
- The majority of the workday is spent indoors in a moderate noise environment, with occasional night duty and limited exposure to outside weather conditions.

**EVALUATION**

Performance of this job will be evaluated in accordance with the provisions in the Collective Bargaining Agreement between Tigard-Tualatin School District 23J and the Manager-Confidential Employee Agreement.

**TERMS OF EMPLOYMENT**

**This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.**

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

**Employee Name (print)**_____ **Date**_____

**Employee Signature** _____