

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Building Assessment Coordinator (BAC)	Reports to: Principal
Job Class Code: 0310	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Making meaning of multiple data sources in support of the data driven decision-making efforts of school leadership
- Monitoring student achievement through the use of quarterly milestone and other formative data
- Interpreting test results and provide written interpretation and analysis for school and individual teacher use
- Analyzing county and district assessments to assist school leaders in data-driven decision-making
- Analyzing data to assist in the development of school improvement plans
- Generating graphic visualizations of data in efforts to assist school leaders in making information meaningful and actionable
- Managing the implementation and certification of required state and county testing
- Organizing, managing, and implementing all standardized testing within the building including training of staff, maintaining accurate and complete records, coordinating distribution and collection of secure test materials, administering tests in accordance with the established test calendar, providing and completing all test documents
- Certifying as to the ethical testing practice within the school building and providing training to staff on ethical testing, test security, and data reporting procedures
- Providing teachers and instructional support staff with assistance in developing and using local assessments to better align instruction to student needs
- May perform teacher responsibilities and duties
- Planning and conducting staff development activities that focus on the use of data and assessment to enhance learning and collaborative instructional planning
- Training staff in the use of resources to support the implementation of standardized assessments across subject areas within the grade-levels, i.e. voluntary state curriculum, teacher tool kits, sample assessments, scoring rubrics, county curriculum frameworks, county pacing guides, county lesson plans, and county support materials
- Acting as the school-based lead in the implementation of district and school-based assessment programs
- Performing other duties as assigned

MINIMUM QUALIFICATIONS

Education: Bachelor's in Education
Certification/Licensure: Holds a Valid Kentucky Teaching Certificate

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.