

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: District Assessment Coordinator	Reports to: Superintendent
Job Class Code: 0140	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Serve as the primary contact between the district and the state assessment and accountability program.
- Create policies and procedures to ensure maximum security of testing materials throughout the district in accordance with requirements described by the Kentucky Department of Education and the test vendors.
- Ensure the secure transfer of testing materials and resulting data from KDE or test vendor to the district office and to the schools and testing facilities.
- Ensure the training of all school personnel who will have access to secure test materials.
- Ensure that timelines, policies and procedures are communicated to the schools.
- Distribute test results to the Superintendent, Chief Academic Office, Principals and Building Assessment Coordinators.
- Attend assessment and accountability meetings and trainings.
- Promote appropriate and ethical assessment practices within the district.
- Facilitate the dissemination of all data and information to all stakeholders.
- Directs and interprets district student assessment program as related to the Kentucky accountability system, serves as the district contact on questions related to assessment data, communication, etc.
- Directs assessment for student identification purposes and assists program coordinators with data analysis, interpretation, and communication.
- Assists schools with identification of innovative assessment programs, manages purchasing/order process as schools implement assessment programs.
- Communicates assessment progress, needs, and changes to key stakeholders in the district.
- Coordinates and facilitates the implementation of School and District Report Cards.
- Assists/coaches teachers in integrating formative assessment practices in schools and individual classrooms. This includes assisting teachers as they develop assessment items, analyze student work, and making instructional decisions based on the results of those assessments.
- Actively participate in appropriate state-level organizations that will keep the district informed and prepared for assessment innovations as they emerge.
- Maintains regular attendance.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's and/or Master's Degree
Certification/Licensure: Valid Kentucky Teacher certification

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.