POSITION DESCRIPTION

TITLE: Assessment System Coordinator
LOCATION: Administrative Service Center
REPORTS TO: Director of Assessment
DEPARTMENT: Assessment

SUMMARY STATEMENT:
Under the supervision of the Director of Assessment, the Assessment System Coordinator will provide primary user support on all student assessment systems, district data dashboard, and the district online learning management system performing duties that require independent judgment and knowledge of District, departmental, and systems procedures as well as all state and federal testing requirements and regulations.

ESSENTIAL FUNCTIONS:
1. Provide user support on the student assessment and testing systems by analyzing user needs and make recommendations to administrators on the use of the system.
2. Communicate and collaborate effectively with staff and outside vendors in person, by telephone, via email, and in writing.
3. Provide application training to school staff (one-to-one and large group settings) on student assessment systems.
4. Coordination, maintenance, and reporting of student assessment data, including but not limited to state and district summative assessment data as well as district, Smarter Balanced Assessment Consortium (SBAC), and third party interim assessment data.
5. Assist in writing and coordinating procedures for the Assessment Department, including auditing records, to verify compliance to policies and procedures.
6. Maintain and distribute user information provided by OSPI, WESPaC, and SBAC, and produce various training materials with test administration and student assessment systems.
7. Set time lines and schedules for the District's assessment calendar.
8. Collaborate with staff in setting testing security procedures.
9. Coordinate the interchange of information between the student information system and student assessment systems.
10. Maintain an up-to-date understanding of the overall operation of the department, including all standard software and web-based applications used by the assessment.
11. Travel to OSPI assessment and testing meetings and trainings, and from District site to District site to provide training as necessary.

OTHER RESPONSIBILITIES:
Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Sitting (66-100%)  Walking (66-100%)  Stooping (33-66%)
Writing (33-66%)  Hearing (66-100%)  Speaking (66-100%)
Standing (66-100%)  Bending (33-66%)  Driving (33-66%)

MENTAL DEMANDS REQUIRED:
Verbal Communication (66-100%)  Written Communication (33-66%)  Reading (66-100%)
Detailed Work (66-100%)  Analysis (66-100%)  Customer Contact (66-100%)
Constant Interruptions (66-100%)  Math (Up to 33%)  Confidentiality (66-100%)
Multiple Concurrent Tasks (66-100%)  Problem Solving (66-100%)  Training (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
PC, Databases, telephone, optical scanner, various audiovisual equipment, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. A minimum of two years of education/experience in a database development environment.
2. A minimum of two years of education/experience in a data processing environment.
3. Two years of experience with school district student records and student assessment systems.
4. Working knowledge of generally accepted computer database development and software functions.
5. Demonstrated ability to perform on the computer, using a Windows environment, including Word, Excel, Filemaker, Access, and familiarity with Google Chrome.
6. Demonstrated ability to communicate effectively with students, staff, and the general public.
7. Demonstrated ability to collaborate effectively with other staff, building administrators, and teachers.
8. Demonstrated ability to handle multiple priorities at one time.
9. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
10. Demonstrated training skills.
11. Demonstrated organizational skills and a commitment to follow through.
12. Demonstrated ability to perform under conditions of constant interruption, and perform under deadline pressure.
13. Demonstrated ability to perform under conditions of constant change, and be able to adapt to constant changing technologies.
14. Must possess personal characteristics of flexibility, cooperativeness, and confidentiality.
15. Demonstrated ability to work independently with a minimum of supervision.
16. Ability and willingness to travel to the Seattle area and from District site to District site.
17. Demonstrated ability to establish positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ____________________________  Date: __________________
District: ____________________________  Date: __________________

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