SCOPE OF RESPONSIBILITIES

A staff position located within the Curriculum and Instruction Division with responsibility for working with District administrators, principals, teachers, and coordinators to facilitate assessment and survey activities, other data collection, data management, and reporting to support a data-informed school improvement process within the District with the goal of assuring that data is clean, complete, accurate, and of sufficient reliability and validity for recommended purposes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate, in cooperation with building and district administrators:
  - The collection, storage, and reporting of data (e.g., NWEA tests, State Tests, Climate surveys, District developed assessments such as OTL’s and BOE’s) that can be used for data-based decision making pertinent to the areas of student evaluation, program evaluation, and school improvement,
  - The development of assessments, surveys, and sources of data on other variables useful for the purposes described in item “a”,
  - Training related to proper implementation and actual implementation of assessments and data collection instruments, including the upkeep and growth of the AMS system.
  - Training of building level assessment facilitators who are responsible for NWEA, PAWS, ACT, PLAN, and EXPLORE assessments,
  - Work related to assuring that data is clean, complete, accurate, and of sufficient reliability and validity for recommended purposes,
  - Training related to assessment literacy and appropriate interpretation and use of data such as the District Data Review and Body of Evidence (BoE) systems.
  - Increasing the accessibility to data (while maintaining confidentiality) by serving as a member of the Systems Support Team and Goal Teams
  - Promoting appropriate, frequent, and wide-spread use of data for planning to address needs at student, classroom, school, and district levels (e.g., this may involve web based systems).
  - Development and implementation of ad hoc surveys as well as the district staff and student surveys, and parent surveys.

- Facilitate, in cooperation with curriculum directors and coordinators, necessary ongoing development of District OTL and BOE Assessments. Those responsibilities include the following:
  - Use of test specifications to assure proper alignment,
  - Promoting consistency and comparability (i.e., implementing procedures to monitor and improve scorer agreement when appropriate),
  - Implementation of procedures to promote fairness.
ESSENTIAL DUTIES AND RESPONSIBILITIES continued

- Facilitate, in cooperation with the Associate Superintendent of Curriculum and Instruction, the development and implementation of increasingly reliable and valid standards-based reporting on student performance:
  a. Assuring proper alignment
  b. Promoting consistency and comparability (i.e., implementing procedures to monitor and improve scorer agreement, when appropriate)
  c. Implementing procedures to promote fairness
  d. Assuring, promoting, and educating staff in ethical testing practices

- Work with District IT Department on the development and management of relevant databases including pilots of district grade book and database warehouse, including the implementation of board policy 6500, the development of a Longitudinal Data System, and insuring data quality.

- Facilitate, in cooperation with the Executive Director of Curriculum, the ongoing development and implementation of reports to guide data-informed school improvement and to meet the requirements of NCA and state accreditation.

- Prepare reports from District to Wyoming Department of Education that require assessment data such as uniform report data and other reports as appropriate and in cooperation with Executive Director of Curriculum.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Training and experience in assessment and measurement
- Knowledgeable in standards-based instruction and assessment
- Masters’ Degree in education and Wyoming certification
- Demonstrated skills in educating and communicating with adult professionals
- Experience in using spreadsheet and integrated and relational database applications and interest in acquiring proficiency with other data management applications
- Knowledge of school improvement process

PREFERRED QUALIFICATIONS

- Experience in facilitating professional group decisions and projects
- Knowledge of District curriculum and academic programs
- Extensive experience with windows-based Microsoft Office and Filemaker Pro applications
- Experience using information gained from assessment to change classroom practices
- Experience in developing and conducting staff development
- Interest or experience in conducting educational research

Assessment Data Coordinator
Assessment Data Coordinator

MANAGEMENT RESPONSIBILITIES

This position has supervisory responsibilities but no managerial duties.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication, that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of directors.

Ability to read, analyze and interpret the most complex documents. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical proportions to practical situations.

Ability to apply advances mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

Ability to comprehend and apply principles of advanced calculus, modern algebra and advances statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations and proofs of theorems.

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES:

Under 1/3 of the time:
  Stand
  Walk
  Reach with hands and arms
  Climb or balance
  Stoop, kneel, crouch, or crawl

Over 2/3 of the time:
  Sit
  Use hands to finger, handle or feel
  Talk or hear

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Assessment Data Coordinator
PHYSICAL DEMANDS continued

REQUIRED MOVEMENTS:

- Bend
- Reach
- Squat
- Kneel – duration at one time – 5 minutes – 30 minutes
- Climb on Step Ladder
- Push or Pull less than 50 lbs
- Twist – body part – above waist
- Rotate – body part – above waist
- Crawl – distance 2-5 feet

WEIGHT LIMIT:

- Under 1/3 of the time:
  - Ability to lift up to 50 lbs

VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)

HEARING DEMANDS:

- Ability to hear well enough for any type of position (e.g. normal hearing and audiogram including normal noise and speech discrimination)

WORK ENVIRONMENT

TYPICAL NOISE FOR THE WORK ENVIRONMENT:

- Quiet (examples: library, private office)

- Under 1/3 of the time:
  - Risk of electrical shock

I HAVE READ AND UNDERSTAND THE SCOPE OF THIS JOB.

PRINT NAME

_______________________________  ______________________
EMPLOYEE’S SIGNATURE                 DATE