

## **Assessment Coordinator Job Description**

### **Job Purpose:**

Administer and coordinate the actions necessary for the implementation of state and district student testing and assessments. Provide continuance support for assessment activities by coordinating, conducting, implementing, and analyzing all formal assessments throughout the school. Ensure compliance with the Florida Department of Education Testing and Assessment Guidelines.

### **Minimum Requirements**

- Bachelor's degree in education, business administration, or any related field.
- Valid Florida Educator Certificate.
- A minimum of 3 years of teaching experience in a public or charter K-8 school environment
- At least 2 years of experience as an assessment coordinator or in school improvement planning or a related field.
- Strong organizational skills with attention to detail and process with frequent interruptions and resetting priorities.
- Excellent communication and interpersonal skills, including the ability to communicate with diverse groups, and speak with employees, students' parents, and visitors.
- Excellent analytical and problem-solving abilities and skills.
- Able to work with minimal supervision and to stay calm in chaotic environments or situations.

### **Essential job duties:**

#### **Assessment Coordination Function:**

- Manage the administration of the various mandatory assessments including but not limited to FSA, EOC, ELLs, FCLE, FSAA, etc., and any other district or state assessment as assigned.
- Facilitate effective, functioning, and consistent assessment practices across the school.
- Oversee, and analyze assessment procedures and outcomes, and report such results to pertinent stakeholders.
- Collaborate with various stakeholders to develop effective strategies for the academic assessment of student learning results.
- Generate and oversee school-wide assessment calendar in conformance with published state/district calendars.
- Coordinate with pertinent stakeholders to ensure students with IEPs are well accommodated to enable them to take the required state and district assessments
- Convey assessment progress, needs, and modifications to the principal.
- Coordinate with relevant parties and IT to set up testing requirements for any online assessments.
- Assign or delegate specific assessment duties.
- Evaluate assessment results and prepare appropriate reports periodically.
- Administer and enable any mandatory assessment training, and handling of testing materials.

#### **School operations and compliance function**

- Support school operations as assigned by the principal or their designee.
- Support the instructional staff in developing the curriculum and securing online resources.
- Prepare, furnish, analyze data, and develop reports as necessary for accountability and accreditation.
- Direct and assist teachers in integrating formative assessment procedures in their classrooms.
- Train instructional and non-instructional staff on assessment administration, rules, regulations requirements, and compliance standards.

- Identify professional development needs linked with assessment and data analysis.
- Collaborate with the administration to arrange for professional development throughout the school year.
- Coordinate with instructional staff to facilitate the collection and management of data for assessment reporting.
- Comply with state reporting requirements associated with assessment data.
- Work to problem-solve challenges that arise with assessment plan and propose coherent solutions.
- Participate and support accreditation activities

### **Work Values**

- Maintain an elevated level of ethical conduct and confidentiality of information about students.
- Stay current in certifications, and licenses, which pertain to testing, assessment, and other job duties.
- Be open to criticism and stay calm and effective in high-stress situations.
- Adhere to all safety procedures.
- Know and observe all school district policies and procedures.
- Abide by all state, federal, and legal requirements that pertain to testing and assessment.
- Furnish all mandatory records and reports promptly.
- Energetic and positive approach to responsibilities.

### **Knowledge of:**

- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- General state and federal assessment requirements and standards.
- Assessment practices, methods, and plans.

### **Ability to:**

- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Influence and work cooperatively with a diverse group of people and persuade others to change their minds or behavior.
- Motivate, develop, and direct people as they work and, identify the best people for the job.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Managing one's own time and the time of others.
- Plan conceptually and operationally
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Administer and monitor assessment procedures.
- Can be flexible, available, and able to work and or respond to urgent matters after hours

### **Skilled in:**

- Expressing and receiving one's ideas and thoughts to other people using expressions, words, or actions.
- Communicating information and ideas in speaking so others will understand.
- Understanding information and ideas presented through spoken words and sentences and listening to not only what has been said but how it was said and read between the lines.

- Communicating information and ideas verbally and in writing so others will understand.
- Speaking clearly so others can understand you.
- Working independently and/or with others.
- Working with data of various kinds and analyzing the same.
- Independent analysis of guidelines, processes, and procedures.

**PHYSICAL REQUIREMENTS:**

- Ability to walk, sit, and stand for extended periods throughout the day, navigating various school environments (classrooms, hallways, etc.).
- Ability to clearly and effectively communicate (talk, listen, and ask questions) with students, staff, and parents in a professional and respectful manner. This includes the ability to convey (express) detailed or important spoken instructions accurately and appropriately.
- Ability to perceive speech and other environmental sounds at normal loudness levels in order to effectively communicate, receive instructions, and maintain safety awareness.
- Ability to see clearly at a distance sufficient to read numbers and text, operate equipment, and inspect materials necessary for the job duties.
- May require climbing stairs or accessing elevated areas for inspections or supervision.
- Ability to participate in physical activities with students during events or recess (optional but encouraged).
- Ability to operate a computer and other office equipment efficiently.
- Fine motor skills for writing, signing documents, and manipulating materials.
- Ability to read and review documents clearly.
- Ability to bend, kneel, or crouch may be required in certain situations, such as assisting students or observing classroom activities.
- Ability to observe and monitor student activity effectively.
- Ability to understand verbal communication in various settings (meetings, classrooms, etc.).
- May occasionally need to lift and carry light objects (books, materials, etc.).
- School environments can be noisy and stimulating. The ability to tolerate these conditions is essential.

**EQUAL EMPLOYMENT OPPORTUNITY:**

Orlando Science Schools is committed to providing equal employment opportunities and employs all qualified persons without regard to race, color, religion, age, sex, national origin, disability, or any other classification protected by federal, state, or local laws.

**JOB DESCRIPTION DISCLAIMER:**

The duties and responsibilities specified are not a thorough list and additional tasks may be assigned to the employee from time to time as required by business necessity.