



# Longview Independent School District

## JOB DESCRIPTION

# COORDINATOR OF STATE AND LOCAL ASSESSMENT

<b>JOB TITLE:</b>	Coordinator of State and Local Assessment	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent, Campus Accountability	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Curriculum & Instruction	<b>PAY GRADE:</b>	Administrative 4

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### PRIMARY PURPOSE:

Support the administration and the development of state and local assessments

### QUALIFICATIONS:

#### Minimum Education/Certification:

Masters degree in Educational Administration or Curriculum and Instruction from an accredited college or university  
Valid Texas teacher certificate  
Texas Mid-Management certification

#### Special Knowledge and Skills:

- Thorough knowledge of state assessments and development of aligned local assessments; thorough knowledge of curriculum and instruction
- Strong communication, public relations, and interpersonal skills
- Advanced computer and technology skills
- Ability to be accurate and efficient in all phases of assigned responsibilities
- Ability to evaluate instruction and teaching effectiveness
- Ability to manage budget and personnel
- Ability to work with campus leadership
- Ability to interpret policy, procedures, and data
- Ability to administer middle school summer programs

#### Minimum Experience:

Minimum of three years successful experience as a classroom teacher  
Five years successful experience in instructional leadership roles preferred



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### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Facilitate all phases of state assessments including test administration compliance, coordinating training, collection, and distribution shipping of materials
2. Support all phases of district benchmark process and other district testing
3. Monitor student/campus departmental state and local assessment records and data
4. Support instructional and curriculum services to meet student needs
5. Use technology to support district assessments and other curriculum and instruction projects
6. Plan the necessary time, resources, and materials to support accomplishment of educational goals
7. Actively support the efforts of others to achieve district goals and objectives as well as campus performance objectives
8. Compile, maintain and file all reports, records, and other documents as required
9. Pursue professional development through reading, attending conferences, and involvement with related agencies or organizations
10. Assist in planning state-of-the-art professional development
11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned



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### **SUPERVISORY RESPONSIBILITIES:**

Supervision of faculty and staff of the middle school summer program

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: Feb., 2017**