



Longview Independent School District

JOB DESCRIPTION

DISTRICT ASSESSMENT COORDINATOR

JOB TITLE:	District Assessment Coordinator	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent, Campus Accountability	TERMS:	226 Days
DEPARTMENT:	Curriculum and Instruction	PAY GRADE:	Administrative 4

PRIMARY PURPOSE:

To develop local assessments for Grades K through exit, and to support the administration of State assessments

QUALIFICATIONS:

Minimum Education/Certification:

Master's degree from an accredited college or university
Valid Texas teacher certificate
Texas Mid-Management certification, preferred

Special Knowledge and Skills:

- 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 work with campus leadership
- Ability to interpret policy, procedures, and data

Minimum Experience:

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

MAJOR RESPONSIBILITIES AND DUTIES:

1. Coordinate the local assessment program for the district to improve student achievement
2. Oversee the development of local assessments for the core subject areas, ensuring that each assessment meets district standards



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Communicate effectively with staff concerning the district assessment program
4. Demonstrate skill in conflict resolution with administrators, teachers, and/or staff
5. Work collaboratively with others in articulating the vision and role of the district's local assessment program
6. Use evaluative findings to determine the extent to which goals and objectives of the district assessment program are met
7. Provide guidance in the interpretation of local assessments
8. Provide assessment materials and resources to administrators and classroom teachers
9. Compile, maintain, and file all reports, records, and other documents related to the local assessment program
10. Compile cost estimates based on documented program needs
11. Develop and organize training for teachers and administrators on local assessments
12. Train campus personnel to administer and scan local assessments
13. Perform other tasks and assume such responsibilities as related to the position and as assigned
14. Perform duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Education
15. Demonstrate regular and prompt attendance
16. Comply with district policies, as well as state and federal laws and regulations
17. Adhere to the district's safety policies and procedures
18. Maintain confidentiality in the conduct of district business
19. 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)



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

20. Demonstrate regular and prompt attendance
21. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

- Work with teacher groups to develop tests
- Work with other supervisors to improve and proofread tests
- Oversee the copying and distribution of tests
- Work with campus counselors and/or local testing coordinators

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.

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