

**Job Title:** Coordinator of Testing & Assessment**Exemption Status:** Exempt/226 days**Reports to:** Director of Planning & Analysis**Date Revised:** 9-1-2020**Dept./School:** Innovation Office**Pay Grade:** Admin 4

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**Primary Purpose:**

The Coordinator of Testing & Assessment is a role with multiple important purposes, including serving as the District Testing Coordinator for state testing, coordinating the district's annual implementation of the Iowa Test of Basic Skills (ITBS), and providing comprehensive and responsive analytical support to Innovation Office, with a primary focus on providing support to the Director of Planning & Analysis, and a secondary focus on supporting the of Director of School Success and the Supervisor of the Welcome Center. This position will also work at the direction of the Director of Planning & Analysis to support the production of the Annual Performance Report for each of the district's operating partners, including formative and summative data analysis.

**Qualifications:****Education/Certification:**

Bachelor's Degree

**Special Knowledge/Skills/Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to evaluate educational program performance
- Thorough knowledge of state and local accountability systems
- Strong quantitative and technical skills including the use of databases
- Ability to interpret data and perform data analysis
- Knowledge of best practices for data management including data storage and quality assurance

**Experience:**

Past experience as a District Test Coordinator or demonstrated knowledge thereof



**Major Responsibilities and Duties:**

Major responsibilities and duties of this position include the following. Employees in this position will perform some or all of the following tasks. Other duties may be assigned.

1. Serve as the district's Test Coordinator for all purposes related to state tests and engage as necessary with the state, other district offices, and school-based testing staff to ensure an effective and compliant implementation of annual state testing
2. Serve as the district's coordinator for the ITBS and engage as necessary with other district offices, partner organization staff, and school-based testing staff to ensure an effective and compliant implementation of the ITBS
3. Serve as the district's coordinator for GT testing and identification
4. Conduct ad hoc and routine quantitative analyses to support school quality assessment and performance management for schools at the direction and request of the Director of Planning & Analysis
5. Provide data and reports to the Director of School Success, the Supervisor of the Welcome Center, the Director of Planning & Analysis, and others as directed by the Director of Planning & Analysis
6. Support the Director of Planning & Analysis in developing and implementing a method for gathering and analyzing data in a meaningful way that will provide useful information to the district and its operating partners
7. Provide data management and analytical support for the Welcome Center on an ad hoc and routine basis as requested by the Supervisor of the Welcome Center.
8. Provide training as appropriate for district employees as well as operating partners.
9. Participate in professional development activities to maintain current knowledge of regulations
10. Maintain confidentiality in the conduct of district business
11. Occasionally perform work beyond a standard 40-hour work week when work-load requires
12. Other duties may be assigned as needed

**Supervisory Responsibilities:**

Provide appropriate supervision as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/ Equipment Used:** Standard office equipment including personal computer and peripherals; camera; video camera

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting



**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_