



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Assessment Coordinator (TOSA)	Department: Teaching & Learning
Immediate Supervisor's Position Title: Director of Teaching and Learning	FLSA Status: Exempt
Job Summary: Under the direction of the Director of Teaching and Learning, the Assessment Coordinator (Teacher on Special Assignment) oversees the development, management and administration of the School District's assessment-related activities. The primary focus of the Assessment Coordinator is to direct and administer K-12 standardized testing, research and implement test procedures and guidelines, ensure adherence with federal and state mandates, and generate, analyze and present district assessment reports for the purposes of student achievement.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none">• State and Local Assessment Preparation, Implementation and Evaluation<ul style="list-style-type: none">a) Designs implementation plans, creates schedules, and provides supervision and guidance for the School District's standardized testing programs including MCA, GRAD, MTAS, MTELL, TEAE, MN-SOLOM, MAP tests and early literacy assessments.b) Provides building administration, faculty and staff guidance in the areas of test specifications, testing procedures, and strategies for preparing students for standardized testing.c) Collects, analyzes and interprets testing results and works with the Director of Teaching and Learning to create reports to share with school district administration, faculty, staff and other members of the community.d) Works in cooperation with the Director of Teaching and Learning to review, analyze, and respond to student needs and achievement. Synthesizes data into concise reports to be used in the creation of responsive building improvement plans.e) Works with special services staff to determine students who qualify for state testing accommodations and/or state alternative assessments.f) Works with the Minnesota Department of Education to stay abreast of Minnesota Academic Standards and state testing requirements and timelines.g) Advises administration, faculty and staff on the design of recordkeeping and reporting processes.h) Makes recommendations, orders and maintains student testing materials based on program needs and cost estimates.• Assessment Data Analysis<ul style="list-style-type: none">a) Verifies student data and checks for errors before Adequate Yearly Progress calculations are determined by the state.b) Works with administration and faculty to correlate test data with curriculum and utilize results to improve instruction and enhance student achievement.c) Maintains trend data for state and local assessments.d) Advises administration on the design of recordkeeping and parent reporting processes.• Staff Development and Training<ul style="list-style-type: none">a) Facilitates district-wide training on all assessments and provides guidance in the interpretation of assessment results to faculty, administration, students and parents.
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- b) Works to integrate data analysis into the professional learning community process at the building level.
 - c) Assists the Director of Teaching and Learning with department initiatives and program coordination.
 - d) Attends grade level, department, or district-wide meetings to assist with student assessment needs.
 - e) Works in cooperation with the Director of Teaching and Learning and faculty groups to develop local common assessments ensuring that each assessment meets district curriculum standards.
- Performs other duties as assigned including: monitoring weekly district assessment coordinator updates and communicating items of interest to the Director of Teaching and Learning, administrative team, faculty and staff; attending district administrative meetings, training sessions and conferences as required; keeping abreast of changing developments, and trends in education, instruction and technology, and; supporting the Teaching and Learning Department.
 - Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	Less than high school diploma			Bachelor’s Degree required.	
	High school diploma or GED				
	1 year college		2 years college		
	3 years college		4 years college		
x	Bachelor’s Degree			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none">• Knowledge of educational assessment procedures and techniques, test construction, and evaluation methods;• Knowledge of purpose and technical characteristics of state assessments including standard setting, development, scaling and scoring;• Knowledge of curriculum, teaching principles, practices, techniques, and approaches;• Knowledge of No Child Left Behind requirements and Minnesota AYP calculations;• Knowledge of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases);• Knowledge of assessment and instructional technologies and software, equipment, tools and devices used for presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the district.	
	Master’s Degree				
	Doctorate				

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

Required Work Experience in Addition to Formal Education/Training:

Minimum of five (5) years teaching experience.

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:

Teaching license issued by the Minnesota Department of Education.

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Communicating clearly and concisely, both orally and in writing.
- Collecting, summarizing, analyzing and interpreting testing or other statistical data;
- Leading group processes/discussions, utilizing a variety of instruction aids and technologies;
- Working effectively and appropriately with students, staff and other educational professionals;
- Effectively presenting information and responding to questions from groups;
- Dealing with children, staff, parents, administrators and other educational professionals over parent and student issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs;
- Advises and makes recommendations to district administrators or committees concerning assessment needs;
- Performing duties with awareness of all district policies.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1		0
TOTAL		

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total: 0
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HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

Unusual or hazardous working conditions related to performance of duties:

Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk		X		
Sit		X		
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.