

HOOD RIVER COUNTY SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

Job Classification: District Assessment Coordinator

Job Title: District Assessment Coordinator

This is a Classified, FLSA Exempt position and will be paid an annual salary based on 230 days of work.

Job Purpose Statement: The Assessment Coordinator is responsible for assisting the coordination and the administration of state and district assessments; provides training and guidance for school assessment coordinators; analyze assessment data; support administrators and teachers in implementing state and district assessments, and produces data to assist in the evaluation of programs. The selected candidate must demonstrate a commitment to supporting the District's goals around implementing a Response to Intervention and Instruction system and ensuring equitable outcomes for all students.

Essential Job Functions:

- **Meet** regularly with principals and district administrators to articulate District Assessment strategies, vision, and goals.
- **Perform** the duties of the District Test Coordinator for all state assessments by training and monitoring all school test coordinators to coordinate the administration of the State and locals Assessments in a standardized manner and in accordance with the established rules and regulations.
- **Develop** a coordinated data system that helps school and district personnel utilize various formative and summative data sets to improve student outcomes.
- **Provide** training and technical assistance to school and district personnel to use data and technical data systems to improve student outcomes.
- **Help** other school based data teams screen, sort, and monitor the progress of students in need of academic and behavioral intervention.
- **Train** school staff to utilize the student discipline database and progress monitoring systems, in order to employ decision rules for effective behavior and instructional support planning for school-wide prevention, strategic, and tertiary interventions for students that are not responding to the core academic and behavior programs.
- **Collect** and summarize data that monitors district compliance with Continuous Improvement Plans, the district Strategic Plan, and other action plans identified by the Curriculum Director.
- **Prepare** data-driven reports and presentations at the direction of the Curriculum Director.
- **Attend** and present at out-of-district trainings as requested and relay new research findings to school staff.
- **Analyze** and prepare reports concerning student outcomes on state assessments
- **Develop** a coordinated data system that helps school and district personnel utilize various formative and summative data sets to improve student outcomes.
- **Support** principals, and professional learning communities with data views to ensure that Hood River County School District (HRCSD) Professional Learning Community (PLC) teams have necessary information to guide focus on improving student outcomes.
- **Assist** teachers in using data effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant and engaging learning experiences for all students.

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- **Collaborate** with instructional staff in regards to effective use of data tools and resources to systematically collect and analyze pertinent data, interpret results and communicate findings to improve instructional practice and maximize student learning.
- **Communicate** with internal and external staff and stakeholders.
- **Coach** educators in and models the use of online and blended learning, digital content and collaborative learning networks to support and extend student learning as well as expand opportunities for online professional development for licensed staff and administrators.
- **Introduce** educators to best assessment practices, methods, materials and instructional strategies that have proven to increase student achievement.
- **Identify** data analysis and assessment learning opportunities among instructional staff, in collaboration with school administrators, and delivers appropriate coaching, training, and resources to support the professional growth of individuals.
- **Evaluate** results of professional learning programs to determine the effectiveness on deepening educator content knowledge, improving educator pedagogical skills and/or increasing student learning.
- **Determine** accuracy of all data during the pre-identification process through the data reconciliation process.
- **Communicate** assessment results and analyze areas of success, identify areas for improvement.
- **Inventory** intervention strategies in District and evaluate effectiveness.
- **Evaluate** assessment data by subgroup and equity.
- **Provide** professional development and coordination for educators, District testing teams, and administrators in testing protocols, security, and processing of test materials.
- **Order** and distributes test materials district wide for all District and State Level Assessments.
- **Coordinate** necessary test accommodations to ensure access for students in Special Education and students who are English Language Learners.
- **Responsible** for accuracy of all data during the pre-identification process through the data reconciliation process.
- **Produce** complex data mining reports from multiple data sources.
- **Manage** special projects and perform other duties as assigned.
- **Coordinate** the local assessment program for the district to improve student achievement.
- **Work** collaboratively with others in articulating the vision and role of the district's local assessment program.
- **Use** evaluative findings to determine the extent to which goals and objectives of the district assessment program are met.
- **Provide** guidance in the interpretation of local assessments.
- **Provide** assessment materials and resources to administrators and classroom teachers.
- **Compile**, maintain, and file all reports, records, and other documents related to the local assessment program.
- **Develop** and organize training for licensed educators and administrators on District and State assessments.
- **Train** campus personnel to administer local assessments.
- **Perform** other tasks and assume such responsibilities as related to the position and as assigned.

Experience Required: Working knowledge of HRCSD and Oregon Department of Education data management systems or equivalent experience. Experience related to creating data sets, evaluating program effectiveness, and providing professional development on information and data systems.

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Skills, Knowledge and/or Abilities Required: Effective and demonstrated skills in: collection, analysis and use of data for decision-making; leadership; working collaboratively with various groups within the school and in the community; presenting to small and large groups for staff development.

Education Required: GED or High School Diploma required. Associates Degree or credit equivalent to an Associates Degree required. BA/BS or higher degree preferred

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

Single Grasping Pushing and Pulling Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:

Yes No

4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

"I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file."

Employee Signature

Date