

**FAIRFIELD COUNTY SCHOOL DISTRICT
JOB DESCRIPTION, March 2024**

**JOB TITLE: Coordinator of Assessment and Accountability
DIVISION OF ACADEMICS
DISTRICT OFFICE**

GENERAL STATEMENT OF JOB

Coordinates and supervises statewide and district-wide testing programs, assessment programs, and program evaluation, ensuring compliance with all applicable policies, procedures, guidelines, and standards; manages test materials and trains school test coordinators; performs basic statistical analyses and produces summary reports as required. Reports to the Deputy Superintendent of Academics.

SPECIFIC DUTIES AND RESPONSIBILITIES ESSENTIAL DUTIES

AND RESPONSIBILITIES

Coordinate district-wide testing programs, including, but not limited to state testing, college entrance testing, advanced placement testing, MultiLingual Learners (MLs), Gifted & Talented as well as other aptitude testing.

Attends all District Testing Coordinator (DTC) training sessions.

Plans test administration; prepares and conducts workshops related to test administration, test-related data extraction, and data analysis.

Develops, coordinates, and implements the District's assessment calendar.

Coordinates the procurement and management of testing programs, materials, and supplies; organizes and prepares test materials to be shipped for scoring.

Facilitate and coordinate accountability processes (i.e. submission of district and school report card narratives) for the district.

Plan and provide staff development for teachers, administrators, and staff on the requirements of the state accountability system.

Provide timely updates to district and school leaders regarding the state accountability system..

Processes and generates test result reports.

Processes national test data; prepares summary reports and files.

Collects, analyzes and presents various data using a variety of software applications. Creates presentations (including tables, charts and graphs) for th\e Board of Trustees, superintendent, executive staff, principals, and other district stakeholders.

Assists in the management of the Office of Civil Rights (OCR), Civil Rights Data Collection (CRDC) submissions every other year.

Manipulates and generates data files for schools; coordinates the District warehouse, and conducts training as needed.

Coordinates assigned program evaluation.

Supervises duties of assigned support staff; supervisory duties include instructing, assigning, reviewing, and planning work of others; assisting with the selection of new employees; maintaining professional standards; coordinating activities; allocating personnel; recommending employee discipline and discharge as appropriate.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Interprets District goals, objectives, and policies in areas of responsibility to District employees and the general public.

Coordinates and implements other programs (i.e. gifted and talented program, visual and performing arts) and projects in the area of responsibility.

Compiles data for and prepares various statistical, administrative, and professional reports as required by the District, State Department of Education and/or other agencies.

Attends school, District, community, and other meetings; participates as a member of professional organizations and associations as appropriate.

Receives and responds to inquiries, data requests, concerns, and complaints regarding issues, programs, policies, and procedures in areas of responsibility.

Operates a vehicle and a variety of equipment such as a computer, printer, scanner, copier, calculator, telephone, audio-visual equipment, paper shredder, fax machine, etc.; uses clerical, copier, computer supplies, test materials.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, subordinates, other district office administrators and staff, school administrators/ teachers/ staff, State Department of Education personnel, various committees, parents, and the general public.

Attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Coordinates the storage and security of test materials.

Installs and administers the use of software applications as requested.

Assists schools and district staff with data extraction as needed.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Masters degree in educational administration, education research and measurement or related field supplemented by five years of experience in test coordination and/or analysis, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, telephone, vehicle, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of five to ten pounds.

Data Conception: Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to others and receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of laws, policies and procedures, technical and professional studies, reference books and publications, etc. Requires the ability to prepare performance appraisals, policies, statistical and analytical reports, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical, schedule or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing staff members; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds and in a variety of technical and/or professional languages.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of algebra and statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, medical equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of Division of Academics as they pertain to the performance of duties of the Elementary Curriculum Coordinator. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Has considerable knowledge of the functions and interrelationships of Fairfield County School District and other governmental agencies. Has the ability to offer guidance and assistance to teachers, coworkers and employees of other departments as required. Has the ability to offer instruction and advice to others regarding departmental policies, methods and regulations. Has thorough knowledge of elementary school instructional principles, practices and methods. Has knowledge of applicable federal, state and District policies and regulations. Is able to analyze and interpret statistical and narrative reports. Has the ability to use independent judgment as needed in performing routine and nonroutine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret complex professional and technical reports, statistical reports and related materials pertaining to the responsibilities of the job. Knows how to prepare complex reports, performance appraisals, correspondence, policies, etc. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to make sound, educated decisions. Knows how to react calmly and quickly in emergency situations. Knows how to make public presentations. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has skill in the use of computers. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all District departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce a quantity of work which consistently meets standards and expectations of the District.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, District policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to District policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self reliant and self starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable

direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same. Questions such supervisory instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with District policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the District.

Relationships with Others: Shares knowledge with colleagues, supervisors and staff for mutual and District benefit. Contributes to maintaining high morale among all District employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the District and to project a good District image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the District. Emphasizes the importance of maintaining a positive image within the District. Interacts effectively with higher management, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the District and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the District regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the District. Within constraints of District policy, formulates appropriate strategy and tactics for achieving departmental and District objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve the goals and objectives of the department and the District.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all District and department matters affecting them and/or of concern to them.

Staffing: Works with the Human Resources Department and upper management, where appropriate, to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the District.

Controlling: Provides a work environment which is orderly and controlled. Coordinates and audits financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of District standards, methods, and procedures.

Delegating: Assigns duties to staff as necessary and/or appropriate to meet department goals, enhance staff abilities, build confidence on the job and assists staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and District. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of District policies regarding the department and District function. Adheres to those policies in the discharge of duties and responsibilities.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the District and continually reviews department policies to ensure that any changes in District philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance.