

TESTING and ASSESSMENT COORDINATOR

JOB DESCRIPTION

General Description: Under the supervision of the Assistant Superintendent, the Testing and Assessment Coordinator (Certificated) will assist with planning, organization, and coordination of all testing and assessment programs, and related data management activities.

Duties and Responsibilities:

- Supports school and district staff with aggregation of assessment data for the purposes of standards-based alignment
- Assists with the coordination of procedures and activities for statewide testing programs including, but not limited to California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments (ELPAC), and Physical Fitness Test (PFT)
- Assist with the coordination of procedures and activities for the district formative and summative assessment data reporting system
- Assist with the coordination of procedures and activities for the development of a districtwide assessment accountability dashboard reporting system and dashboard data reporting
- Assist with coordination of district procedures and activities for Smarter Balance Assessment Consortium (SBAC) Digital Library and Interim Assessments
- Assist with the coordination of district procedures and activities for the STAR Assessment Program, including accountability for individual student data reports, schoolwide data reports, and districtwide data reports
- Serves as a liaison for Illuminate to provide technical assistance to school staff for the purposes of supporting school-level and districtwide assessment programs
- Provides district and school-level assessment data reports to assist school staff with data analysis and decision making.
- Collaborates with the Assistant Superintendent, Network Manager, and data management staff for the purposes of supporting districtwide assessment programs
- Utilizes a variety of data bases including but not limited to CAASPP, English Language Proficiency Assessments (ELPAC), Illuminate, PFT, SBAC, STAR, Testing Operations Management System (TOMS), and PFT, to collect, input, and disaggregate data reports
- Other related duties as assigned

Qualifications:

Teaching Credential Required

Minimum of 5 years of Teaching Experience

Experience in a public school system, specifically developing formative and summative classroom assessments

Valid California Driver's License