

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### COORDINATOR, Assessment and Accountability

#### QUALIFICATIONS

- Master's Degree in education or related field.
- Certification in educational leadership with four years of successful experience in education with graduate study or experience in district-level coordination of assessment programs, knowledge of data analysis, and educational accountability preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of measurement and assessment, testing protocol, and school grading programs.
- Knowledge of State of Florida and federal accountability programs, related laws, and State School Board Rules related to student assessment and school/district accountability.
- Knowledge of State of Florida assessment program and related accountability programs.
- Knowledge of national, state, and local assessment programs and their impact on students and instruction.
- Knowledge of computer applications and technology related to assessment, accountability, instructional support, and school improvement.
- Ability to develop and present assessment and data collection results to a variety of stakeholders.
- Skill in problem solving and decision making.
- Demonstrate positive interpersonal skills needed to establish and maintain cooperative and effective working relationships with others.
- Ability to plan, organize, and prioritize.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively with district personnel and the public.

#### SUPERVISION

**REPORTS TO** Director of Research and Accountability  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

***To coordinate all phases of implementation, administration, analysis, and reporting of results related to federal, state, and district assessment and accountability programs.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Consult with the Director of Research and Accountability in matters related to the Department of Assessment and Accountability.
2. \*Serve as a district liaison with College Board, attend College Board programs, and be well versed on the full range of College Board programs and services.
3. \*Manage College Board based project/program implementation, assess project/program needs, communicate with stakeholders, and troubleshoot project/program issues.
4. \*Coordinate federal, state, and district assessment and accountability functions.
5. \*Serve as a liaison with DOE assessment and accountability staff.
6. \*Support effective program evaluation.
7. \*Develop data collection instruments and process results to include use of experience management platforms to guide system and school improvement processes.
8. \*Supervise and direct the school climate survey and school improvement processes.
9. \*Collaborate with district staff to effectively utilize the district's learning management system to support department needs and school-based staff.

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10. \*Supervise the coordination and presentation of professional development activities related to national, state, and local assessment programs to include the development of a comprehensive education and support program for school test coordinators and test administrators.
11. \*Coordinate the publication of the annual district testing schedule.
12. \*Serve as the liaison between Assessment and Accountability and Information Services.
13. \*Supervise the ordering, receiving, inventory, and dissemination of materials related to federal, state, and district assessment programs.
14. \*Effectively utilize technology to organize, analyze, and disseminate assessment results.
15. \*Maintain the highest standards of professional ethics related to test security and test protocols.
16. \*Monitor all schools in the implementation of sound testing practices.
17. \*Investigate and report any breaches of sound testing practice or violations of test security.
18. \*Provide technical assistance to schools as requested or required.
19. \*Provide feedback to Principals and Executive Directors related to school-based testing procedures.
20. \*Guide department staff in continued professional development.
21. \*Engage in effective program evaluation.
22. \*Ensure the data is accurate prior to disseminating reports.
23. Perform other duties as assigned by the Director of Research and Accountability.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Standard Office Equipment, County Vehicles, Personal Car

### PHYSICAL REQUIREMENTS

**Heavy Work** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

### PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
<b>Bending</b>	Lowering the body forward from the waist
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.
<b>Twisting</b>	Moving body from the waist using a turning motion.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.
<b>Repetitive Motion</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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## WORKING CONDITIONS

**Indoors / Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

**AO-07-E \$75,863 - \$116,260**

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBA  
Personnel Category 10  
EEO-5 Line 44  
Function Vary  
Job Code 1325  
Survey Code 77131

### FLSA

Applicable  
 Not applicable      Previous Board Approval

ADA Information Provided by Kelly Thompson  
Position Description Prepared by Kelly Thompson

### BOARD APPROVED

**April 28, 2020**  
**March 25, 2008**  
**February 9, 1993**