

## Student Assessment and Highly Capable Coordinator

### GENERAL SUMMARY

The student assessment and highly capable coordinator provides program support and carries out operational responsibilities to all areas of student assessment. Assists director as needed to insure facilitation of and compliance with all aspects of the Highly Capable program as directed by OSPI.

### SPECIALIZED FUNCTIONS

1. Serves under the direction of the Curriculum, Instruction and Assessment Director as the Granite Falls School District's District Assessment Coordinator (DAC). Is responsible for maintaining knowledge of state and district assessment programs, goals, objectives, policies and procedures. The director delegates substantial freedom to the coordinator to manage the day-to-day operations of the assessment program, and to interact with internal and external agencies to shaping program operations policies and practices. Coordinator is generally viewed as the district knowledge source for program requirements and operations. Coordinator is expected to manage assigned work with minimal supervisory intervention except in precedent situations. Work is guided by supervisory oversight, district policies and other requirements such as FERPA, RCWs and WACs.
2. Student Testing and Assessment - Schedules and coordinates the student testing and assessment program for the district to meet federal, state, and district testing requirements. Coordinates testing and assessment schedules with schools. Administers Highly Capable (Hi Cap) and Transitional Bilingual Instruction Program (TBIP) assessments. Compiles, inventories, and distributes assessment/testing materials to schools. Assures the security of testing materials and testing results. Maintains receiving/distribution records for testing and assessment materials. Maintains all records for assessments. Assists in the investigation and resolution of any testing and assessment irregularities. Based on analysis of the irregularity, determines if state reporting is required. If required, takes the initiative to coordinate with the state and discuss and/or identify corrective action. Informs supervisor of action(s) recommended and taken. Coordinates beforehand on actions that may set precedents regarding student assessment.
3. Develops and maintains the procedure manual for district-wide assessment. Takes the initiative to revise and update the procedure manual based on knowledge, awareness, and analysis of program changes and challenges. Coordinates the establishment of testing timelines. Prepares for and conducts regularly scheduled meetings with building and department (e.g., special education, ELL, Highly Capable) assessment coordinators to inform and assist them in test preparation and administration to include planning for any required testing technology. Provides assistance to building principals and staff in all areas of student assessment. Develops necessary training resources and provides training to test proctors and school administrators in test administration, accommodation of student special needs for testing, and test security.
4. Prepares necessary testing documentation and requests. Receives and accounts for testing material and/or controls on-line testing scheduling and access. Manages the preparation and shipment of student answer documents when processed through contractors.
5. Assures accuracy of district assessment database and analyses systems. Compiles data from technical source documents, performs data analysis using spreadsheets and statistical software to report test scores, percentages, and correlations as directed. Designs and produces custom reports; prepares graphic, narrative and tabular reports. Responds to request for assessment data/reports from school administrators, district staff, and district leadership. Performs specialized analysis of data to respond to request from administrators and district leadership.
6. Develops and distributes communications on upcoming assessments and notification of test results specific to students and parents and for general release. Assures security and accountability of test and assessment materials. Performs data analysis using spreadsheets and other software to report and analyze test scores.
7. Communications and Representation: Receives inquiries concerning the district assessment program. Researches and resolves most inquiries. When necessary, refers inquiries and coordinates response. Tracks and assures timeliness of responses either individually or through coordination with others and approval of supervisor.
8. Represents the district at regional and state meetings and with regional and state agencies to provide input, assistance, and recommendations on testing and assessment procedures and administration. Recommends actions and changes at the state level based on experience with delivering the program at the district level.

Performs other duties as assigned.

## TYPICAL FUNCTIONS

To effectively perform the essential functions of any position with the District, regular attendance is required and expected.

Depending upon the individual assignment, the Secretary performs all or a combination of several of the following duties:

1. Coordinate the operation of the office; greet students, parents, staff and the public; answer a wide variety of telephone and in-person inquiries; provide a variety of information on procedures, events and schedules; promote positive public relations for the District/school.
2. Maintain a variety of detailed program and school records, such as budgets, student counts, enrollment, registration, timesheets, and other administrative records for revenue tracking/generation and legal compliance; compile data and perform calculations; prepare a variety of reports; maintain student records/transcripts.
3. May prepare and process requisitions and purchase orders for the school, program, department, and district programs; order supplies, materials and equipment; process, stock and distribute materials; maintain accounting books; track expenditures and prepare reports; process invoices and payment orders; perform bookkeeping and revenue collection/deposits for ASB and program funds.
4. Serve as secretary; compose, format and type a wide variety of correspondence, memoranda, newsletters, bulletins, manuals, forms, reports, meeting minutes, records and other materials; may take and transcribe dictation; duplicate and distribute materials; screen calls; maintain appointment calendar; schedule meetings; open and route mail.
5. Track a variety of deadlines to ensure timely completion and filing of a variety of reports and responses.
6. Provide secretarial assistance to other administrators, teachers, specialists and parent volunteers as time permits.

REPORTING RELATIONSHIPS: Reports to the Director of Curriculum, Instruction, and Assessment.

## MENTAL DEMANDS

Requires proficiency, diplomacy, discretion, and effective oral/written communication skills in the form of student/public relations and conflict/problem resolution; requires good listening skills; requires dealing effectively and appropriately with public and staff including distraught or angry parents and students both in person and by telephone; requires considerable concentration and quick return-to-work abilities because of frequent interruptions; requires adaptability and flexibility to different student, staff, parent, and community learning/working styles and abilities to promote effective relationships; requires effective on-the-spot decision-making and problem-solving skills; requires performing under stress when confronted with emergency, critical and unusual situations, and day-to-day deadlines; stress and/or tension is an occasional part of the job; requires ability to establish and complete objectives; requires substantial self-discipline in behavior and attitude; requires modeling effective and appropriate behavior at all times; frequently requires working with distraught, angry or hostile individuals; requires efficient, adept organization and time management skills; requires working independently with minimal supervision; requires working as a team member with office staff; requires establishment of priorities and frequently re-channeling efforts to meet deadlines for projects and reports; requires performance of detailed work in reference to preparation and computation of data, and analysis of information both verbally and in written form; requires a high level of proficiency in reading, writing, and average ability in mathematics; requires understanding of a variety of laws and regulations governing Washington State schools furnished in written, oral, diagram, or schedule form; requires maintenance of strict confidentiality and display loyalty and integrity to employer; requires high degree of proficiency in English usage including grammar and spelling; requires high degree of proficiency in secretarial skills including composition and formatting of correspondence, setting up and maintaining accurate files and records, taking and transcribing dictation, operation of a variety of office machines, accurate keyboarding with speed, and proper telephone etiquette; requires understanding and proficiency in operation of personal computer and software programs.

## PHYSICAL DEMANDS

Exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer; accurate keyboarding skills of 50 wpm or better; sitting for extended periods of time without restrictions; twisting upper torso and neck and slight bending forward without restrictions;

occasional bending at waist to floor; lifting/carrying objects weighing up to ten pounds constantly; 26-50 pounds rarely, assistance for heavy lifting/carrying/pushing/pulling available; good visual and hearing ability; requires operation of office equipment and computer; requires ability to work independently with minimal supervision; requires organizational skills to coordinate multiple priorities; may be exposed to infectious diseases carried by students.

#### MINIMUM QUALIFICATIONS

##### Education and Experience

High school diploma or equivalent and three years of increasingly responsible office experience, including records maintenance, bookkeeping and customer service. Advanced training in secretarial procedures may substitute for up to two years of the required experience on a year-for-year basis. Experience dealing with school-aged children preferred. Licenses/Special Requirements

Fingerprinting required (satisfactory background clearance results); depending on assignment, current first aid and CPR certification and annual HIV training.

#### CONDITIONS

The preceding list of essential functions is not exhaustive and maybe supplemented as necessary.