

**Job Title:** Coordinator Accountability and Assessment      **Wage/Hour Status:** Exempt  
**Reports to:** Director Accountability and Assessment      **Pay Grade:** 107  
**Dept/School:** Strategic Planning, Analytics, Accountability      **Date Revised:** November 7, 2023

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**Primary Purpose**

Coordinate, implement, and oversee all aspects of the disaggregation of State and Local Assessments data. Facilitate data review and planning sessions with campus and district stakeholders. In collaboration with the Assessment Coordinators, assist with test administration, test security, standardization of testing procedures, training, and support.

**Qualifications**

**Education/Certification**

Master's Degree from an accredited university  
Valid Texas Teacher Certification  
Valid Mid-Management Certification

**Special Knowledge/Skills**

- Knowledge of state and federal accountability measures
- Ability to collaborate with campus and district stakeholders to create needed data resources
- Knowledge of state assessment systems, policies, and regulations
- Ability to work with Senior Data Analysts to create templates for Tableau dashboards for all state and locally developed assessment results
- Knowledge of state-mandated assessments and locally adopted tests for program placement
- Knowledge of appropriate test administration procedures, confidentiality of student data, and test security
- Strong management and leadership skills to support the implementation of the state, local, and Credit by Exam assessment programs and the ability to disaggregate assessment results
- Knowledge of data interpretation as it applies to testing data
- Ability to interpret policy, procedures, and regulations related to state, local, and Credit by Exam testing and apply them for program implementation and compliance
- Ability to independently facilitate meetings
- Strong organizational, communication, presentation, and interpersonal skills.
- Skill in communicating and presenting to a wide range of audiences and determining the appropriate dissemination methods
- Ability to utilize data disaggregation and data presentation software/tools

**Experience**

Three (3) years teaching experience  
Three (3) years experience coordinating campus level state assessments and disaggregating data  
Three (3) years campus administrative experience preferred

**Major Responsibilities and Duties**

1. Direct the administration and implementation of policies regarding federal, state, and locally mandated assessment standards to align to the state and federal accountability indicators.
2. Ensure that district and staff comply with all federal, state, and local policies, rules and regulations related to assessment, accountability, and research.
3. Monitor, plan for, and implement changes in the state and federal testing programs and accountability systems.
4. Coordinate data disaggregation and dissemination for all assessment and accountability indicators to assist district and campus decision-making related to academic goal setting.
5. Facilitate data disaggregation sessions with campus and district stakeholders to identify trends and co-design interventions or implement new systems/protocols to address areas for improvement.
6. Coordinate, supervise, and monitor implementation of state, local, and Credit by Exam testing.

7. Ensure testing programs for the district are supportive of instructional goals and objectives of the district and attainment of campus performance objectives.
8. Organize the adoption, ordering, and distribution of test materials for use in testing programs throughout the District and Assessment Office.
9. Analyze data related to state and Credit by Exam testing data.
10. Support campus test coordinators and campus testing teams to ensure compliance with all local, state, and federal assessment program policies and procedures.
11. Prepare, review, and present information related to policy and procedures, using a variety of mediums, for District and campus personnel for the testing initiatives under the purview of the Assessment Office.
12. Work with Staff Development to create training courses, submit training materials, verify accuracy of information submitted prior to publication, and monitor course completion by district/campus staff.
13. Ensure campus and district personnel are trained in assessment and accountability protocols.
14. Work collaboratively with Assessment Coordinator (s) to develop, implement, and monitor department processes to ensure campuses are in compliance with state and Assessment Office required procedures.
15. Monitor and annually survey Campus Testing Coordinators to ensure utilization of the tools being provided by the Assessment Office to support training, schedule test proctors and students, and track test materials.
16. Investigate and report test irregularities on state assessment policies and procedures directly to Texas Education Agency (TEA).
17. Develop and maintain District policies and regulations related to departmental operations.
18. Work collaboratively with the Academics, School Leadership, and Parent & Student Services departments to develop and maintain a district-level calendar that includes all state and local testing initiatives.
19. Maintain current knowledge and understanding of state and District policies and develop internal department procedures that are in compliance.
20. Annually evaluate customer support and campus needs as it relates to state, local, and Credit by Exam testing information to provide support in an equitable manner.
21. Annually evaluate department processes and procedures to improve effectiveness.
22. Annually review the department Administrative Reference Guide and update accordingly.
23. Annually review the department job descriptions with assigned staff and update biannually.
24. Train, supervise, and evaluate assigned staff.
25. Develop and maintain the department's annual budget within the established budget parameters and ensure compliance with guidelines.
26. Participate in professional development activities and maintain current knowledge related to state testing.
27. Respond to requests for testing information about the school district.
28. Represent the district on assigned committees.
29. Perform other duties as assigned by supervisor.

#### **Supervisory Responsibilities**

Supervise assigned personnel.

#### **Physical and Mental Job Requirements**

##### **Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours. Occasional travel within the state and district. Prolonged use of the computer; repetitive hand motions. Stooping, bending, kneeling; frequently lifting and carrying boxes of test material that weigh 10-35 lbs.

#### **Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at (915)230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al (915)230-2856.