

New Albany-Floyd County Consolidated School District Coordinator, Student Information and Assessment (170)

JOB POSTING

Job Details

Title

Coordinator, Student Information and Assessment

Posting ID

170

Description

LOCATION: Administrative Services Center (ASC)
CLASSIFICATION: Salaried (Bargaining Unit Exclusion)
SALARY: Based on education and experience
LENGTH: 8 hours daily /220 to 260 days yearly (negotiated with perspective candidates)
REPORTS TO: Director of Assessment & Student Information

SUMMARY: To assist the School Corporation, on a continuing basis, to have the most effective assessment program that promotes high levels of learning for all students. Additionally, student information will be maintained in an accurate, timely and reliable manner. All corporation level state reports will be submitted accurately and timely.

QUALIFICATIONS:

- Bachelor degree in education, with emphasis in mathematics and/or programming desired.
- Required Bachelors in education with at least three years of teaching experience in a public school setting.
- High level of experience in computer applications and tools for data analysis.
- High level of experience in database administration and knowledge of Microsoft Office, including Access.
- Experience as a strong and effective classroom teacher with knowledge and understanding of assessment and evaluation.
- Leadership, communication, organizational and teaming skills.
- High level of experience in training and leading adults.
- Ability to be able to multi-task and run several different projects/programs simultaneously.
- Problem solving using creative strategies.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

RESPONSIBILITIES:

- Assists the Director in working closely with all school principals in assessment, analysis, and strategy/program development.
- Establishes and maintains student information system (SIS) users, user environment, and security.
- Respond to the needs and questions of SIS users. Trains users on SIS software usage.
- Respond to the needs and questions of corporation staff involved in all state level assessments.
- Communicate with other departments to report and resolve SIS software, and operations problems.
- Consult with department managers to develop system solutions consistent with organizational objectives.
- Assists in the installation of and tests software upgrades.
- Assists the Director with all K-12 Assessment Programs which includes all state and federal testing requirements such as ILEARN, IREAD, WIDA, ACT/SAT etc.
- Assists the development of district-wide common formative assessment programs in grades K-12 in the core content areas, and other assessments as needed. This includes working closely with teachers (curriculum chairpersons and teacher leaders) in the development of the common formative assessments.
- Participate in administrator and teacher training on ethics in testing and proper testing procedures.

- Assist in administrator/teacher training for all schools on test interpretation and statistical analysis of results.
- Attend conferences and workshops to stay current in research and methodologies in assessment and accountability.
- Assist in the preparation of informative reports for the Indiana Department of Education, Board of School Trustees and Superintendent.
- Communicate clearly with parent and parent groups on the assessment program in the School Corporation, test data interpretation, expectations of students at all grade levels, end of course assessments and their implications, the student's responsibility in the education process, and the importance of parental involvement in the schools.
- Facilitate the use of test data as an integral tool for teaching and learning.
- Work on all DOE state reporting (including the new data exchange program) in order to maintain compliance and data integrity.
- Develop and maintain databases for specific data collection purposes in various departments throughout our corporation.
- Prepare, analyze, and present data as it relates to school and corporation level accountability.
- Prepare and submit data for the Civil Rights Data Collection as directed by the federal DOE on a bi-annual basis.
- Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent or his/her designee.

Shift Type

Full-Time

Salary Range

Per Year

Location

Administrative Service Center (ASC)

Applications Accepted

Start Date

02/02/2021