

**School District of Santa Rosa County**  
**Job Description**  
**Coordinator of Assessment**

**Reports To:** ~~Assistant Superintendent of Curriculum & Instruction~~ **Director of Continuous Improvement**  
**FLSA Status:** Exempt  
**Department:** Curriculum, Instruction, & Assessment  
**Prepared by:** Human Resources  
**Date:** ~~March 13, 2014~~ **August 18, 2022**  
**Job Code:** 13066

**Primary Duties and Responsibilities (Essential Functions):**

- Provides leadership in implementing the Code of Ethics and Principles of Professional Conduct.
- Promote and support professional growth for self and others.
- Assist with the coordination of staff development activities and technology training based on identified needs **to include national, state, and local standardized assessments.**
- **Provide timely communication with schools regarding national, state, and local assessments and opportunities for assessments to include scheduling.**
- Assures accurate manual and automated data regarding students and staff.
- Assists in the supervision of the inventory and distribution of testing supplies, equipment and materials **for national, state, and local standardized assessments.**
- Work with ESE Program Specialists to ensure the delivery of special education **assessment** services to identified students.
- Analyze student performance data from **national**, state and ~~district~~ **local** testing programs.
- Interpret for the School Board, staff, and community, student accountability data; provide disaggregated data; provide training in using data for instructional decision making.
- Provide technical assistance to schools and the district related to measurement, assessment, statistical analysis, research, and evaluation issues.
- Prepare and submit student performance reports for staff.
- **Prepare and submit assessment reports required by the state.**
- Represent the district at conferences and state-level meetings.
- Performs other such duties as may be assigned by the Assistant Superintendent, Superintendent or the Board.

**Supervision Received:**

- ~~Assistant Superintendent of Curriculum & Instruction~~ **Director of Continuous Improvement**

**Supervision Exercised:**

- Standardized testing and on-line testing staff as assigned

**Minimum Qualifications & Skills Required:**

- Master's degree or higher from an accredited institution in the assigned area of specialization
- Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal

- Successful completion of the Potential School Leaders (PSL) Program; or wiliness to complete at next available training and/or other administrative experience
- Eight years' experience in public school education, two of which must have been in administration and/or supervision

### **Preferred Qualifications & Skills:**

- Three years' experience working with school curriculum development as an administrator or counselor

### **Physical Demands:**

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Terms of Employment:**

- Approved Administrative Compensation Plan
- 12 Months
- 8 Hours per Day

### **Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

### **Conclusion:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.