

## **Assessment Coordinator**

### **Qualifications:**

1. Possess a Master's Degree or its equivalent with exhibited knowledge of student achievement assessment data.
2. Knowledgeable in the laws and regulations regarding public education.
3. Possess the state required certification.
4. Possess demonstrated administrative skills and leadership ability; must have established himself/herself as an educational leader.

### **Responsibilities**

1. Develops and monitors quarterly benchmarks.
2. Collects and works with data district wide.
3. Testing coordinator for the district.
4. Update schools on data needs, state wide (AYP, AZ LEARNS)
5. Works with administration to deliver data to schools giving staff development where needed.
6. Prepare and deliver reports as needed for the governing board
7. Train, collect, interpret, disseminate test data.
8. Provide in-service to all stakeholders to increase standards, understand report cards and testing data.
9. Work with Arizona Consortium (18 districts) to develop various assessments.
10. Coordinates data collection, analyzes interpretation and intervention district wide.
11. Communicate on assessment in Reading First schools.
12. Works closely with Virtual Education project.
13. Verify data for state labels.

**SALARY:** ADMINISTRATIVE SALARY SCHEDULE, Full Benefits, 12 months

**CLOSING DATE:** September 3, 2004

Internal/External