



TITLE: Alternate Assessment (AIMS-A) Coordinator (stipend job description)

EMPLOYMENT: School year **SALARY:** Extra Duty Salary Schedule

FLSA STATUS: Exempt

QUALIFICATIONS:

- Possesses appropriate Arizona Teacher Certificate.
- Possesses special area endorsements as required by state and/or federal regulations or District policy and procedures.

ESSENTIAL FUNCTIONS:

- Attend all Arizona Department of Education trainings regarding the administration or scoring of the AIMS-A.
- Disseminate information and train all district staff who have students who will participate in the AIMS-A regarding the administration timelines, the testing process, the entering of data on the ADE website.
- Follow-up with staff to ensure that the required testing is being completed and ensure that the data is accurate and compliant with State requirements.
- Answer staff questions and trouble-shoot problems and errors as they occur.
- Work with ADE and other districts as needed to ensure that information on students who transfer in from another district is made available to the child's teacher.
- Ensure that all data is submitted within the required timelines, that reports are printed and copied, mailed to families, and filed at the school and in the student's master file.
- Coordinate with private schools for the AIMS-A administration for students in out-of-district placements. Ensure that timelines are met and that reports are generated, printed and mailed to families.
- Performs other duties as assigned.

REPORTS TO: Director of Student Services

SUPERVISES: No supervisory responsibilities

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift/or move up to 35 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

HOW TO APPLY: Applications can be obtained from the Balsz School District office or via our website: www.balsz.org. If you are a District employee and are interested in applying for this position, submit a PAR with any backup documentation indicating your qualifications for consideration.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and isn't an exhaustive list of duties performed for this position. Balsz is an Equal Opportunity Employer.

GOVERNING BOARD APPROVED 10/16/2007

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