



Coordinator of Assessment and Secondary Instructional Programs

Job Description

JOB INFORMATION

Job Title:	Coordinator of Assessment and Secondary Instructional Programs
Version Date:	05/27/2025
Category:	Administration
Department:	Curriculum & Instruction
Work Year:	208 Day, 12 Month
FLSA Classification:	Exempt

JOB SUMMARY

The Coordinator of Assessment and Secondary Instructional Programs is responsible for the comprehensive administration, implementation, and reporting of all state-mandated assessments, as well as for supporting secondary instruction, curriculum development, and professional learning initiatives. This role ensures compliance with assessment protocols and serves as a key liaison between school sites and the Colorado Department of Education. In addition, the Coordinator provides leadership in aligning secondary curriculum and instructional strategies with academic standards, supports the implementation of evidence-based practices, and facilitates data-informed decision-making to enhance teaching and learning across content areas.

Essential Functions

Essential Function	% Time
Coordinate all state assessments (CMAS, NAEP, ACCESS, PSAT/SAT, Co-ALT), including material ordering, distribution, tracking, and secure item return; ensure compliance with test security protocols and CDE procedures.	20%
Serve as liaison with CDE, attend state trainings, and provide annual assessment training for school staff. Manage data verification tasks, including n-count validation and Data Pipeline submissions.	10%
Review, analyze, and report on assessment data; prepare reports and present findings to principals, teachers, school improvement teams, and staff as requested. Update the district assessment calendar and upload data to the district's data warehouse.	9%
Guide teachers and teams in disaggregating and interpreting assessment data at the classroom, school, and district levels to inform instructional decisions.	5%
Assist teachers and administrators in developing, revising, aligning, and implementing secondary curriculum in reading, language arts, math, science, social studies, and electives.	10%
Support implementation of effective instructional programs and strategies for diverse learners; provide assistance related to improving student performance on state assessments.	8%
Collaborate with instructional coaches and classroom teachers to support curriculum implementation, instructional planning, and the use of effective teaching practices.	7%
Provide materials and instructional resources that support the implementation of curriculum and assessment, including digital platforms and online program components; communicate and coordinate with department chairs.	5%
Collaborate with district leaders to gather and analyze data for assigned subject areas, review instructional program effectiveness, and make recommendations for improvement based on student data and instructional outcomes.	8%
Assist with planning, coordination, and delivery of professional development for secondary teachers and administrators; provide support during implementation and follow-up.	7%
Attend ongoing professional development related to curriculum, instruction, and assessment.	6%
Perform other duties as assigned by the Director of Curriculum and Instruction.	5%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Required	Master’s Degree in Educational Leadership, Curriculum and Instruction, or related field
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Experience, Knowledge & Skills

Required	Experience with digital instructional platforms and student data systems (e.g., Classlink, Enrich, PearsonAccess Next, Bluebook, Data Pipeline)
Preferred	Five years of successful secondary school teaching experience
Preferred	High School Principal or Assistant Principal experience
Preferred	Experience with state assessment coordination and instructional materials management
Preferred	Experience planning and delivering professional learning to teachers, staff, and administrators

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling		X				
Kneeling		X				
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch		X				
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (Floor to Waist)			X			
Lifting (Waist to Shoulder)			X			
Reaching (Forward)			X			
Vision (Far)					X	
Reaching (Waist to Shoulder)		X				
Reaching (Above Shoulder)		X				
Reading					X	
Repetitive Motions			X			
Sitting				X		
Standing				X		
Wrist Deviation (Wrist Extension)				X		
Reaching (Floor to Waist)		X				
Vision (Near)				X		

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			

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

Working Conditions

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other		X			

Valid Driver's License Required

<i>Yes/No</i>	<i>Reason for Driver's License</i>
Yes	Transportation between school sites and the administration building.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.