Incoming Freshmen Assessment Coordinator

PRIMARY PURPOSE:

To deliver instructional decision makers achievement data which will improve the teaching / learning process.

MAJOR RESPONSIBILITIES AND DUTIES

1. Coordinates all eighth-grade district testing. (Fall and summer)
2. Receives, sorts, counts, packs and ships testing materials throughout the testing period.
3. Supervise, recruit and train test proctors in appropriate testing procedures.
4. Monitors testing ethics to ensure all regulations and rules are followed.
5. Investigates and prepares reports for reported test irregularities.
6. Collaborates with District 205 feeder schools to obtain testing dates and student data.
7. Collaborates with Special Programs Coordinator in charge of the Special Accommodations.
8. Disaggregates and disseminates test results to parents and students.
9. Interprets and reports school and district test results to TTTLP Team.
10. Coordinates and monitors accommodations requested for all special population students.
11. Meets with TTTLP Team to explain the testing process and test day procedures.
12. Coordinates staff/student information data sessions.
13. Train staff on how to troubleshoot on testing day.
14. Provide testing work schedules to proctors.
15. Stay abreast of College Board issues related to 8/9 PSAT.
16. Keeps ICID Director and RAQ Director current on changes within the testing systems.
17. Coordinates the distribution of any released testing materials available to sender district schoolteachers.
18. Serves as a resource person to campus principals and teachers during summer/fall registration.
19. Coordinates testing requests for grade placement of Summer Boost Program. (Pre/Post Testing)
20. Supervises and monitors summer campus Test Proctor.
21. Grade all summer and fall Registration Test. Report scores to RAQ Director.
22. Understands and implements staff scheduling based on student needs.
23. Maintains testing records of completed results.
24. Maintains /order supplies and other services needed.
25. Organize two session with key District 205 Staff and testing proctors.
26. Draft letters and memoranda to staff, feeder school districts, ICID and RAQ.
27. Performs other duties as assigned.

Other Assigned Duties:
Complete other assigned duties as requested by the Director of Innovative Curriculum Instruction Design and Instruction (ICID).
EQUIPMENT USED:
Computer, copier, fax, printer, scanner, and other technological equipment.

WORKING CONDITIONS:
Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide functions.

Frequent district-wide travel.

Work Hours:
Regular prolonged and irregular hours especially during September, October, November, December, and January.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.