

**SCHOOL DISTRICT OF OKEECHOBEE COUNTY**  
**COORDINATOR OF K12 ACCOUNTABILITY AND ASSESSMENT**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Master's degree from an accredited educational institution.
- (2) Valid Florida certification in Educational Leadership, Administration and Supervision or School Principal.
- (3) Five (5) years successful experience in education including three (3) years of teaching.
- (4) Administrative experience preferred.
- (5) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to present information effectively to a variety of audiences. Ability to respond to questions from groups, employees, and the general public. Ability to use effective public relations skills. Ability to work collaboratively with others. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to collect, analyze and interpret data. Ability to define problems, collect data, and draw valid conclusions. Ability to make decisions based on relevant information. Ability to plan, establish priorities and use time effectively. Ability to use current technology in administration and instruction. Knowledge of district curriculum and instructional programs. Knowledge of measurement and evaluation concepts and practices. Ability to apply knowledge of current research and theory in specific field. Knowledge of national, state, and district educational goals and standards. Ability to read, interpret and implement State Board of Education rules, School Board policies, and appropriate federal and state statutes. Ability to communicate orally and in writing. Leadership and management skills. Ability to manage departmental budget and finances.

**REPORTS TO:**

Assistant Superintendent for Instructional Services

**JOB GOAL**

To plan and coordinate the various testing programs in the district, design and conduct evaluation projects to support the improvement of the instructional program and to provide support to schools and district departments on test analysis

**SUPERVISES:**

Administrative, Instructional, and Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \*(1) Coordinate federal, state and district assessment and accountability functions

- \*(2) Coordinate district and state student testing programs, including designing strategies and procedures for test administration.
- \*(3) Coordinate the distribution and collection of test materials.
- \*(4) Coordinate analysis and distribution of test data to maintain and improve quality of testing programs
- \*(5) Coordinate with schools for test administration services and products.
- \*(6) Train school test coordinators on test administration and security.
- \*(7) Provide training and assistance to schools on data analysis as it relates to the school improvement planning process.
- \*(8) Prepare detailed interpretations of group test and state test results as requested by the Superintendent.
- \*(9) Assist in conducting research and disseminate findings to curriculum leaders on current trends, best practices, promising programs, and program evaluation.
- \*(10) Assist district and school personnel in collecting, organizing, analyzing, and interpreting data and using data to make instructional decisions.
- \*(11) Assist school personnel in using a variety of assessment tools.
- \*(12) Analyze student achievement data using sound methodology.
- \*(13) Maintain the highest standards of professional ethics related to test security/test protocols.
- \*(14) Assist in the preparation of grants and district plans as assigned.

#### **Inter/Intra-Agency Communication and Delivery**

- \*(15) Collaborate with district coordinators and with principals and teachers in the development and implementation of local assessments.
- \*(16) Assist district and school personnel in collecting, analyzing and interpreting data to make instructional decisions.
- \*(17) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \*(18) Respond to inquiries and concerns in a timely manner.
- \*(19) Keep supervisor informed of potential problems or unusual events.
- \*(20) Serve on district, state or community councils or committees as assigned or appropriate.
- \*(21) Provide oversight and direction for cooperative planning with other agencies.
- \*(22) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.

#### **Professional Growth and Improvement**

- \*(23) Maintain a network of peer contacts through professional organizations.
- \*(24) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- \*(25) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(26) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \*(27) Participate in state training programs and courses to increase the level of department services.

## **Systemic Functions**

- \*(28) Represent the district in a positive and professional manner.
- \*(29) Prepare the annual department budget and monitor its implementation as required.
- \*(30) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(31) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \*(32) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- \*(33) Conduct periodic studies for the purpose of improving the delivery of department services.
- \*(34) Assist in the development of policies and procedures for department services.

## **Leadership and Strategic Orientation**

- \*(35) Provide leadership and direction for assigned areas of responsibility.
- \*(36) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \*(37) Assist in implementing the district's goals and strategic commitment.
- \*(38) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(39) Set high standards and expectations and promote professional growth for self and others.
- \*(40) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- \*(41) Collaborate with supervisor, other departments and agencies, and contribute to the planning and operation of the district.
- \*(42) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(43) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

## **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

## **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: April 8, 2014