



## Job Description

**Job Title:** Coordinator II, Assessment and Data Integration

**Position Code:** 1E15, AE15

**Job Classification:**

**Supervisor:** Supervisor II, Research and Evaluation

**Pay Grade:** 42

**Contract Length:** 245 Days

### **Job Summary**

Under the direction of the Supervisor II, Research and Evaluation, this position serves as the project manager for all aspects of the Newport News Public Schools local assessment program. This work involves developing and updating procedures for the distribution, security, and collection of all relevant assessment documentation, both in paper and electronic formats, developing data files for school reporting, analyzing assessment performance, and providing staff development training to teachers and administrators. This position will work with staff in Curriculum and Instruction on test development, consult with staff in various departments and schools to monitor student progress, and respond to ad hoc requests for test analysis and interpretation. This position will also work closely with school staff to develop and/or refine procedures for using data effectively including the development of instructional data teams, the development of student-level data monitoring tools, and assist in the utilization of various technologies to monitor student progress. This position will function as the principal Department of Accountability representative in training instructional teams across the division in the utilization of academic data to improve instruction. It is critical that the Coordinator II, Assessment and Data Integration be able to work independently to develop data collection instruments, analyze data, and recommend appropriate action plans for the development of school data teams and the refinement of the local assessment program.

### **Essential Duties**

1. Administers and develops long range plans pertaining to the division's local assessment program.
2. Develops division wide testing policies and operational procedures for the local assessment program.
3. Consults with lead teachers and instructional supervisors in the development of local tests.
4. Develops an annual division wide schedule for the local assessment program and consults with building administrators/instructional supervisors in the coordination of the practical elements involved.
5. Trains and coordinates the activities of the local assessment coordinators.
6. Manages the ordering, distribution, collection, and scoring of student answer sheets.
7. Analyzes/interprets group testing results and prepares/presents informative reports and statistics to various interest groups in an accurate, understandable, and timely manner.
8. Develops and conducts in-service educational activities for the improvement of teaching practices in the areas of test construction and how to use results in school improvement efforts.

9. Evaluates the division's local assessment program on a continuing basis and recommends changes as necessary.
10. Consults with administrators and teachers across the division to implement, evaluate, and recommend changes to practices to assist teachers to actively use data to monitor instructional practices.
11. Manage the development of various data files and reports for NNPS schools and division administrators.
12. Lead staff development opportunities for schools in the analysis of data using a variety of tools, such as Microsoft Excel.
13. Develop and implement training presentations, in person and using various communication technologies, to assist teachers and administrators in developing electronic data notebooks.
14. Responsible for consulting with and maintaining professional relationships with other offices and departments in relation to local assessment and other assessment programs not related to yearly SOL testing.
15. Serves on special committees related to assessment as necessary.
16. Model nondiscriminatory practices in all activities.
17. Other duties associated with the Department of Accountability as assigned.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have experience working with teachers and school administrators in using academic data to impact instruction and school strategic planning. Experience using data processing software is required. Ability to present assessment data to administrators, teachers, and parents and train how to interpret data and use it for instructional improvement and monitoring student success. Ability to communicate, both in writing and orally, technical information in a way that is understandable to people without technical training. Demonstrated ability to work effectively with staff from various parts of a school system. Skill in report writing and oral communication, including public speaking. Strong interpersonal skills. The requirements listed are representative of the knowledge, skills and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Completion of a Master's Degree or equivalent post undergraduate experience from an accredited college or university in a social science area related to the work of the Accountability Department (e.g. education, psychology, evaluation, research, sociology, psychometrics, etc.). Experience working with teachers and school administrators on the collection and use of student academic data to improve instruction. Must have experience in test administration, development and knowledge of current assessment practices. Advanced Microsoft Excel experience is a must. A doctoral degree and experience using SPSS, and other relational database systems are highly desirable.

Ability to develop and present ideas effectively, orally, and in written form. Ability to establish and maintain effective working relationships with school and division administrators. Ability to

follow oral and written direction of a technical nature, work independently with minimal guidance. Other combination of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

**Working Conditions & Physical Requirements**

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 essential functions. Duties performed typically in school settings throughout the division and Administration Building. Frequent walking, standing, stooping, lifting, up to approximately 25 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Must have the ability to sit for extended periods of time; to enter data into a computer terminal/typewriter, to research identified educational topics using the Internet and other resources, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; and ability to understand and follow oral and written instructions.

**Supervision Exercised:** None

**Supervision Received:** Supervisor II, Research and Evaluation

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Assessment Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II Research and Evaluation or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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**Supervisor** **Date**

**I acknowledge that I have received and read this job description.**

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**Employee Name (Print)** **Signature** **Date**