

YKSD JOB DESCRIPTION



JOB TITLE: Coordinator of Assessment & Student Support	
SUPERVISOR: Director of School Operations	CLASSIFICATION: CERTIFIED (YKAA)
DAYS/MONTHS: 210 DAYS	

GENERAL RESPONSIBILITIES

Serve as the District Test Coordinator (DTC) for the State Department of Education and Early Development (DEED). Help produce and provide support for all required District data and state tests. Support staff by making assessment results easily available. Assist in planning and managing student gatherings/leadership programs, and in the orientation of student leaders with regards to connected school issues.

DUTIES & EXPECTATIONS

1. Publish an annual District Assessment Calendar.
2. DRC Contact: Enter online data file, observe administration procedures, student transfers. Oversee ELL screening, trainings and testing. WIDA Testing.
3. Oversee state mandated assessment. Attend all mandated state DTC trainings, train proctors, submit data to the testing vendors, order tests and testing supplies, check-in, count, package and ship. Distribute district assessment data to parents and teachers.
4. Train and support staff on the district's formative assessments and progress monitoring. Tech support during assessment windows. Reports to the Board.
5. Assist Federal Programs with miscellaneous projects related to developing student resiliency and other student centered programs and activities.
6. Support YKSD communities to implement YKSD concepts and activities.
7. Support the creation of school climates that are respectful to all students, as well as provide support and encouragement for partners with similar missions, identify all available resources to parents and students within the YKSD region.
8. Act as liaison between grantor and YKSD's implementation of the ACHILL grant.
9. Assist with Student Board Representative (SBR) and student board reports, trainings, video conferences, travel, and other misc SBR duties.
10. Area Wide Student Advisor (AWSC): Host monthly meetings over VTC, review school activities, upcoming opportunities, schedules, and submission of entries for SBR.
11. Serve as district student activity coordinator.
12. Perform other job-related duties as assigned.

EQUIPMENT USED

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

INDEPENDENT DECISIONS

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

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PRIMARY WORKING CONTACTS

Administrators, teachers, counselors and district office staff.

SUPERVISION RECEIVED AND EXERCISED

Receives oral and/or written instructions from assigned district office administrator(s).
Responsible for the safety and supervision of students.

UNUSUAL WORKING CONDITIONS

Some evening and weekend work will be required. High volume of work and strict adherence to workload may be stressful; frequent deadline and/or pressure situations. Travel in small aircraft required.

EVALUATION

Annual written evaluation.

PHYSICAL AND MENTAL DEMANDS

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.

QUALIFICATIONS

Education: Bachelor's degree and Type T Alaska teaching certificate preferred.

Experience: Minimum of 5 years general clerical experience including 3 years experience with data analysis. Experience in a school or school district office setting preferred.

Knowledge: Knowledge of special populations including special education and English language learners preferred

Skills: Specialized courses in mathematics or statistics preferred

Abilities:

- Maintain confidentiality in all aspects of the job
- Manage multiple tasks with frequent interruptions
- Promote and follow Board of Education policies, Superintendent's policies and building and department procedures
- Communicate, interact and work effectively and cooperatively with all people
- Respond to inquiries or provide information to staff, board members and public with considerable tact, diplomacy and discretion in sensitive areas.
- Plan and organize record keeping and filing systems for the work area.
- Search for, select and compile/summarize data and information.
- Compare data from a variety of sources for accuracy and completeness, identify discrepancies or inaccuracies and make corrections.
- Compose memoranda and correspondence related to work.
- Establish and exhibit cooperative relations with those contacted in the course of work.
- Exhibit supportive, positive work interaction behaviors.

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- Work independently and prioritize workload for self and others.
- Perform intermediate arithmetic such as formulas involving fractions, decimals, and percentages.
- Facilitate meetings.