

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8815  
Pay Grade: E06

FLSA: Exempt  
PTS

<b>SENIOR COORDINATOR, DISTRICT ASSESSMENT</b>
<b>REPORTS TO:</b> Executive Manager, District Assessment
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university with five (5) years of progressively responsible work experience demonstrating exceptional organizational, management, and communication skills. Experience in educational setting including successful experience analyzing student performance data and knowledge of designing and implementing educational assessment
<b>MAJOR FUNCTION</b>
Responsible for assisting in planning and implementing the District Testing Program. Training teachers in test development, administration, and understanding of test results.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Plans and implements staff training in the areas of test development, test security, administration, and data collection</li><li>• Trains school personnel in the use of assessment platforms, including teacher and student software use, report generation, and creation of probes and assessments</li><li>• Trains teachers in essentials of developing assessments by using the best practices in test construction methodology</li><li>• Trains school-based test coordinators in the procedures for conducting the administration of each of the state assessments and the laws that affect those assessments</li><li>• Trains school-based staff in identifying and administering assessments with consideration of special-needs students</li><li>• Supervises test administration, test security, and administration procedures of district assessments</li><li>• Prepares and arranges for shipment and pickup of testing materials to and from test sites</li><li>• Orders, organizes, stores, and inventories district-wide assessment materials as directed</li><li>• Collaborates with the Technology and Information Systems department to determine data needs and formats for collecting, reporting, and retrieval processes</li><li>• Coordinates the collection and dissemination of test data to schools</li><li>• Coordinates the preparation and distribution of periodic reports and information related to test procedures and activities</li><li>• Supervises test administration, test security procedures, and make-up administration procedures of each assessment</li><li>• Collaborates with Teaching and Learning Services and Technology Information Systems departments, school, and warehouse personnel in order to manage distribution, administration, and collection of test material and information</li><li>• Performs other related duties as required</li></ul>

**SENIOR COORDINATOR, DISTRICT ASSESSMENT**

**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 established by the District.*

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

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 8/13, LM; BOARD APPROVED: 10/22/13

## SENIOR COORDINATOR, DISTRICT ASSESSMENT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds			X		
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds				X	
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Senior Coordinator, District Assessment – PTS