

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/03	<u>COORDINATOR, TESTING AND EVALUATION</u>	3.10.3A
Effective Date	Job Title	Index

1. Primary Function: Plans and directs the development and implementation of the evaluation of educational programs and projects for the school district and for the measurement of student academic progress.

2. Responsibilities:
 - 2.01 Develops and budgets for evaluation and testing procedures to be used in the measurement of student progress and effectiveness of educational programs and projects.
 - 2.02 Determines appropriate testing instruments and methods to be used to carry out the evaluation and testing programs.
 - 2.03 Develops the evaluation design to determine the effectiveness of educational programs and projects.
 - 2.04 Coordinates the District testing process by scheduling testing dates for the year, directing the distribution of all materials, securing answer documents, and providing for appropriate scoring.
 - 2.05 Analyzes/interprets testing and evaluation data and prepares it in a usable form for teachers, administrators, Board, and public.
 - 2.06 Trains District personnel in the administration of tests and the proper use and evaluation of testing and evaluation information.
 - 2.07 Directs the development of all district-level tests to be used for program evaluation projects.
 - 2.08 Assists program coordinators and curriculum specialists in the development and evaluation of educational pilot projects.
 - 2.09 Assists in the development of program assessment tests in designated curriculum areas to meet state minimum standards.
 - 2.10 Supervises District personnel on the design and implementation of unit-based evaluation projects.
 - 2.11 Develops or reviews all surveys required by the District.
 - 2.12 Applies appropriate statistical measurements to all evaluation projects.
 - 2.13 Supervises the standardized testing program.
 - 2.14 Directs the use of all screening tests and techniques selected for special groups such as learning disabled.
 - 2.15 Provides District personnel with information needed for grant requests and evaluations.
 - 2.16 Coordinates assessment instrument, validity, and reliability reviews.
 - 2.17 Consults with the Oregon Department of Education on a regular basis regarding assessment issues.
 - 2.18 Reviews State and National data to develop comparison trends.
 - 2.19 Supervises proficiency attainment for graduation requirements.

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- 2.20 Analyzes new assessments and reporting programs that link school improvement with State and Federal requirements.
- 2.21 Makes staff assignments, recommends hiring and termination, evaluates all subordinates.
- 2.22 Directs the District's dropout reporting system by collecting information from various departments, analyzing results, and transmitting key data to ODE.
- 2.23 Develops and monitors the budget for Testing and Evaluation.
- 2.24 Performs other related duties as assigned.

- 3. Planning Requirements:
 - 3.01 Directs short-range and annual planning of appropriate testing and evaluation programs and activities.
 - 3.02 Plans staff development related to State standard requirements and assessments.
 - 3.03 Helps coordinate the development, implementation, and evaluation of Comprehensive School Improvement Plans (CSIPs) in all Districts schools.
 - 3.04 Develops long-range plans for implementation of District, State, and Federal assessment requirements.
 - 3.05 Develops short term and long term plans for assisting schools and departments in assessments to support grant writing, school improvement, and program development.
 - 3.06 Jointly plans with the Oregon Department of Education and Assessment Coordinators from other districts to improve the delivery of assessment services.

- 4. Key Relationships:
 - 4.01 Director, Instructional Services: Reports to this position.
 - 4.02 Testing and Evaluation clerical staff: Supervises these positions.
 - 4.03 Teachers and Building Administrators: Provides evaluation information services, assists in interpretation of test results, and provides other services in conjunction with the evaluation and testing programs.
 - 4.04 Curriculum Services Staff: Advises them in the evaluation of program results and plans. Directs test development activities, and reviews any special testing proposed and/or conducted by coordinators.
 - 4.05 School Administrators: Keeps them informed as to the progress of evaluation programs and results achieved, and conducts training for the implementation of tests and results.
 - 4.06 Student Records Manager: Supervises this position and reviews all student records issues.
 - 4.07 Testing and Program Evaluation Technical Assistant: Supervises and coordinates the work of this position.

- 5. Minimum Qualifications:
 - 5.01 Master's degree or equivalent training.
 - 5.02 Two years of managerial, professional, or technical experiences, plus three years of classroom teaching.
 - 5.03 Experience in survey design and sampling techniques.
 - 5.04 Experience in test development.
 - 5.05 Basic Administrator.

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6. Term of Employment: 12 months.
7. Salary Level: Grade 6
8. Working Conditions:
The position generally works in an office environment with frequent travel to schools and departments, and evening meetings.