

FAYETTE COUNTY PUBLIC SCHOOLS

Coordinator, Assessment & Accountability Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Office of Student Achievement	FLSA STATUS:	Exempt
REPORTS TO:	Director of Assessment and Accountability	WORK CALENDAR:	240 Days
SALARY:	A007	APPROVED (Board):	August 2004
		REVISED:	April 2025; December 2024; September 2022; October 2021; May 2021; February 2018

SUMMARY: Coordinates and develops a balanced assessment and accountability system. Implements all procedures relative to the school district's standardized assessment program and delivers professional learning to support the use of data for the improvement of academic achievement.

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Demonstrate exceptional communication skills, work independently with minimal supervision, and take proactive initiatives to anticipate and address needs
3. Coordinate and plan the use and distribution, retrieval, and security of testing materials for all system-wide testing programs; including gifted testing; oversee the testing delivery system
4. Support the Early Intervention Program (EIP) by working with the math and ELA coordinators, and by developing best practices to support the EIP process at the school level across the district
5. Maintain and order test materials and supplies; develop and maintain an inventory for all system-wide tests
6. Coordinate the planning, preparation and implementation of the system-wide testing calendar based on mandated state guidelines and testing windows
7. Coordinate the development process for the district's assessment program
a. Coordinate and collaborate with content coordinators, program specialists, and other district stakeholders on the development of new district assessments and initiatives including identification of measurement targets and blueprint development
b. Coordinate teacher teams, provide resources, conduct item and form reviews by various stakeholders, coordinate interaction studies, oversee pilots and field test events, and facilitate ongoing revision process for all new and existing development
c. Develop and implement a continuous improvement process for the revision of all system-wide assessments to inform and improve instructional practices
d. Plan, oversee and conduct scoring sessions for assessment in the district program
e. Use psychometric data to ensure the continuous improvement of all district assessments; lead teachers through the data review and feedback cycle
f. Provide trend analyses to all schools and guides for understanding the data
8. Document the development, training, quality control, analysis and implementation process of the assessment program
a. Format all assessments in accordance with Universal Design principles
b. Create blueprints, including assessed standards, Depth of Knowledge (DOK) and item key, to share with teachers and local school personnel
c. Participate and ensure all assessments cycle through appropriate quality control reviews
d. Support the implementation process of district assessments in local schools

9. Develop and implement ongoing professional learning on assessment literacy based on current research
a. Provide training for teachers on learning targets/deconstructing the standards, cognitive complexity and DOK, item writing and universal design, bias and sensitivity, identification of Lexile levels, rubric development, constructed and extended response items, and the data protocols each year
b. Support schools in their ongoing development of common assessments, conducting data reviews, and using the assessment platform to increase their knowledge of best practices in assessment development and to build capacity at the local school level
c. Conduct assessment audits on school level common assessments to provide administrators and teachers with baseline data in reference to the structure of their assessments, including alignment to the state curriculum standards, DOK level distribution, formatting and rubric development
d. Keep current on the research related to best practices and trends in assessment systems, programs and development
10. Coordinate system-wide in-service sessions for school test coordinators pertaining to testing programs, technology platforms used for testing, and policies and procedures related to testing
11. Compose correspondence, memoranda, and other communication materials regarding the testing program
12. Compile data and develop analysis, interpretation and preparation of reports pertaining to system-wide testing activities
13. Assist in planning, organizing, explaining, analyzing and interpreting test results to school coordinators; respond to other personnel as needed
14. Participate in educational associations and study groups at the local, district, regional, state and national levels to stay current in the area of student assessment
15. Maintain the program for measuring student growth for teacher evaluation; assist individual coordinators with determining needed assessments
16. Create, inventory, distribute, collect, score, and document all student growth measures
17. Support the Director of Assessment and Accountability in the performance of his/her duties
18. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

Bachelor's degree from a Professional Standards Commission approved accredited college or university in a relevant education field

Five (5) years teaching experience or related educational experience

Central office or building level leadership experience

Experience managing standardized test administration

Hold or be eligible for a valid Professional Standards Commission approved certificate in educational leadership

Proficiency in administrative technology

Excellent oral, written and interpersonal communication skills

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Master's degree from a Professional Standards Commission approved accredited college or university in a relevant education field

Knowledge of state and local student testing programs

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education

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policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.