

Corning Union Elementary School District
Job Description

JOB TITLE: COORDINATOR OF ASSESSMENT and DATA SERVICES

Salary Range:	Management/Supervisory	Department:	Management
Reports To:	Superintendent	Approved by:	Board of Trustees August 14, 2019

POSITION SUMMARY:

Under the direction of the Superintendent, coordinates and oversees the administration of various Federal, State, and District testing and assessment of students. Analyzes test results, providing useful and accurate reports to interested parties. Serves as District CALPADS coordinator, ensuring compliance with all required reporting. Coordinates District enrollment and attendance procedures and reporting, working closely with District personnel during budget planning. Assists with the coordination of the English Language Development program.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

Serves as the District CALPADS Coordinator and is responsible for setting up, monitoring, and maintaining all CALPADS functions in a timely manner.

Responsible for coordinating and maintaining accuracy and reliability of mandated State and Federal reports.

Serves as the CBEDS Coordinator.

Coordinates compliance with Federal and State programs and accountability requirements.

Coordinates testing and assessment of students, including mandated Federal, State, and District tests. This includes, but is not limited to: CAASPP, Physical Fitness, ELPAC, etc.

Keeps current with all new testing requirements and testing programs.

Maintains security and confidentiality in regard to the entire testing process, including distribution, administration, collection, retrieval, and shipment of all test materials within a designated time frame, and disaggregation of data from these test administrations.

Coordinates the administration of District-wide language assessments as required by law.

Coordinates the reclassification process and monitoring of reclassified students as required.

Provides support to District and site personnel for Aeries, working closely with the Technology Supervisor to maintain integrity of our SIS.

Supports District personnel in data entry and support services in various special education programs.

Completes timely student attendance accounting functions, reports, etc.

Monitors class and District enrollment to insure compliance with State and Federal funding requirements, ensuring optimal budget outcomes. Advises sites regarding placement of newly enrolled students.

Maintains compliance regarding instructional minutes and provides guidance with scheduling issues.

Creates surveys and coordinates administration of surveys given to staff/parents/students. Provides detailed analysis and accurate reports of survey information.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

May be required to attend various training sessions and inservice.

Other related duties as assigned.

QUALIFICATIONS/EDUCATION:

A Bachelor's degree in computer science, business administration, or related field is preferred.

Ability to maintain a high degree of confidentiality, flexibility, initiative, and creativity.

Must be detail oriented and highly organized.

Ability to supervise and provide direction to employees.

Ability to prioritize work and to meet deadlines.

Ability to exercise a high level of responsibility in dealing with administration and State agencies.

Working knowledge of personal computers and various software programs.

Ability to type and enter data at a speed necessary for successful job performance.

Ability to speak, read, write, and communicate effectively in English.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Must possess a valid California Driver's License.