

**TITLE: CURRICULUM /ASSESSMENT/DATA COORDINATOR**

**QUALIFICATIONS:**

- Current Idaho Teaching Certificate
- Five year's successful teaching experience
- Graduate degree preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Assistant Superintendent of Schools

**JOB GOAL:** To provide leadership in the development and improvement of the K-12 school instructional program as well as provide direct support and assistance in the use of effective instructional strategies, coordination of all district assessment and use of resulting data to improve student achievement, and instruction aligned to state and district-identified standards..

**PERFORMANCE RESPONSIBILITIES:**

**(CURRICULUM)**

- Analyze trend data, assist in strategic and long-range planning for district improvement, student achievement, and technology implementation.
- Communicate effectively with teachers, paraprofessionals, students, and parents
- Assist in developing curriculum guidelines and standards according to district policies and administrative procedures.
- Provide leadership in promoting the educational objectives of the district.
- Assist with planning and administering in-service educational activities for personnel.
- Plan and administers all formal efforts of the professional staff in curriculum development and Improvement to align with state standards.
- Work with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to affect horizontal and vertical continuity and articulation of the established standards and benchmarks.
- Coordinate the selection of textbooks for the district through use of faculty committees.
- Analyze, evaluate and commend new programs to promote improvement in instruction.
- Keep abreast of and interprets for the staff current research in the area of curriculum development.
- Assist in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
- Responsible for all End of Course Assessments for all courses.

**(TESTING/DATA)**

- Create test security plans and test administration plans and documents needed for implementation of the district's assessment/testing plan
- Monitor state testing to ensure all regulations and rules are followed
- Investigate and prepare reports for reported test irregularities (missing materials etc.)
- Proctor state mandated assessments, distribute, collect and upload state assessments results and tests materials
- Archive district/ state assessment data
- Participate in all State test training sessions
- Provide test proctor support during testing
- Coordinate State and District Testing Calendars
- Distribute timely test notification instructions
- Maintain on-site, appropriate records for documentation and completion of required program and Idaho reports.
- Train for data-based decision making; IRI, ISAT, SAT, EOCA, DLA, IELA, STAR & Milepost
- Perform data analysis and prepare data and graphic representations of testing results for distribution and presentation to administrators and building staff
- Work with administration to communicate test information to staff, parents and students.

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- Work with administration to communicate test information to staff, parents and students.
- Analyze assessment data to identify trends
- Support Building Milepost Teams
- Coordinate testing windows and upload testing results into Mileposts
- Coordinate Core Tech Team development as members of building Milepost Implementation Teams

**(OVERALL)**

- Communicate effectively with teachers, paraprofessionals, and parents.
- Provide staff development in effective instructional strategies and how to use data to improve student achievement.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Performs all other duties as assigned consistent with the responsibilities of an educator, the Idaho Code of Ethics, and the negotiated contract.

**TERMS OF EMPLOYMENT:** Ten or eleven month year. Salary as determined by the Board of Trustees.

**EVALUATION:** Performance of this job to be evaluated annually by the Assistant Superintendent in accordance with provision of the Board's policy on evaluation of personnel.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs. and to work in an office environment. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee on the school district website: [www.cassiaschools.org](http://www.cassiaschools.org).

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

**EMPLOYEE ACKNOWLEDGEMENT:** I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

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Employee Signature

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Date

May 30, 2014  
January 21, 2016  
July 5, 2016