



City of St. Charles School District

ASSESSMENT, DATA, AND LEARNING COORDINATOR

Reports to: Assistant Superintendent for Curriculum and Instruction
Classification: Certified
FLSA Status: Exempt

Terms of Employment: Employment will be on an at-will basis for 12 months with four weeks' vacation, beginning July 1, or from the time of employment for the duration of the school year with prorated vacation leave. The Assessment, Data, and Learning Coordinator will be provided a work calendar showing the specific daily work schedule of the employee. The work calendar may be modified by the Board of Education at any time, as needs dictate. Eight hours will generally constitute a workday. The Assistant Superintendent of Curriculum and Instruction and/or the Superintendent will establish a definite daily schedule. The yearly salary will be disbursed in twenty-four (24) equal payments.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Compensation: Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Assessment, Data, and Learning Coordinator will provide expertise in the design and implementation of assessment activities and interpretation of data correlated to student performance and the instructional program goals of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Provide leadership to, collaborate with, and act as a resource to the community, staff, administrative team, and Board of Education on all matters pertaining to student achievement, assessment, achievement data, and data management for all district programs.
- Oversee and guide a process of systematic, intentional, and continuous district/school improvement through the MSIP 6 process.
- Attends/Completes District PD and training.

DISTRICT CURRICULA AND INSTRUCTION:

- 1. Coordinate, collaborate with, and oversee staff in the development and implementation of a variety of content and performance assessments aligned with respective standards within the curricula. Assessments include teacher-made, local performance-based, and criteria-referenced and state and national norm-referenced assessments.
- 2. Lead and collaborate with staff in the identification, development of, training in, and implementation of data-driven decision making appropriate to the respective curricula they support which are aimed at the continuous

improvement of student achievement and expansion of the instructional practices.

- 3. Work with building and district administrators, primary evaluators, to link assessment data with continuous improvement of instruction.

BUDGET:

- 1. Assist in the development of budgets related to district-wide assessments.

COMMITTEES:

- 1. Lead the work of the District's Assessment Committee.
- 2. Develop and implement as needed and approved by the Assistant Superintendent of Curriculum and Instruction or directed by the Board of Education, other standing or ad hoc committees.

COORDINATION:

- 1. Work with the District administrators to coordinate the regular education, special education, and other support programs.
- 2. Function as a contributing member of the administrative team in all visioning, strategic, long and short-range planning, coordination, budgeting, decision-making, and professional growth activities of the administrative team.
- 3. Other duties as assigned by the Assistant Superintendent of Curriculum and Instruction and/or the Superintendent.

QUALIFICATION REQUIREMENTS:

This employee should have a strong understanding of student performance data and how to use data for curricular and school improvement planning as well as an ability to facilitate teams, lead presentations, and work well with administrators, teachers, students, and parents. Administrative experience is preferred.

EDUCATION and/or EXPERIENCE:

Degree(s) required in major area of study.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Missouri Teaching Certificate.

COMMUNICATION SKILLS:

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

OTHER SKILLS and ABILITIES:

- Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on district and school objectives and the needs and abilities of students to whom assigned.
- Demonstrates patience, respect, and understanding of students.
- Demonstrates a sense of professional responsibility.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and School Board policies.
- Understanding of the Annual Performance Report (APR) measures for evaluating school district performance.
- Knowledge of effective assessment strategies and data analysis tools to inform instructional decision making and program evaluations.

PHYSICAL DEMANDS:

While performing the duties of this position an employee is regularly required to sit, talk, present, and hear. The employee is occasionally required to stand, reach, bend, and lift. Close vision ability to look at a computer screen for long periods of time is required.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.

WORK ENVIRONMENT:

The work setting involves performance in a school environment with various levels of staff. The setting involves the support of learning with teachers, administrators and parents on the campus – classroom. The work conditions include an environment, which could be quiet, moderate or loud. The work conditions also require the ability to resolve problems and conflict between students, parents and staff with diverse backgrounds and needs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Assessment, Data, and Learning Coordinator
Revised SY 2022-2023
Revised SY 2023-2024