

# **Killeen Independent School District**

## **Job Description**

**Job Title:** Coordinator for Assessment and Accountability  
**Reports To:** Director for Assessment and Accountability  
**FLSA Status:** Exempt

### **SUMMARY**

Coordinates assessment and accountability of testing programs which assists the district in improving instruction and increasing student achievement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Develops local assessment calendar to ensure state deadlines are met.

Attends professional developments and conferences keeping current with laws, policies, and research in the areas of state assessments and accountability.

Serves as initial point of contact for district regarding state assessment policies and procedures.

Collaborates with Learning Services regarding student assessments, to include the alignment of test accommodations, policies, and guidelines to ensure all special program platforms are synced.

Leads/assists in professional development and provides support, including logistics of state testing platforms in all assessments administered through the Assessment Department.

Provides specialized support to campus test coordinators and staff via phone, email, campus visits or video conferencing to assist and support their testing needs in multiple platforms to include Cambium, TestHound, Eduphoria, eSchoolPlus, Success Ed, and EasyIEP.

Evaluates and publishes TestHound accommodation data to ensure all information is processed correctly from the vendors for campus visibility.

Collaborates with department and campus personnel to resolve student history testing discrepancies.

Assists with the troubleshooting of technology in the teaching/learning process to support online testers/learners.

Coordinates the ordering, distribution, record keeping and collection of all state assessment materials while maintaining test security.

Serves as liaison between campus personnel and assessment staff and acts as point of contact for elementary and secondary testing coordinators.

Acts as Institution Manager for Accuplacer and trains campus Site Managers for TSIA2. Provides troubleshooting assistance to campus staff with the administration of TSIA2.

Manages biweekly data cleanup of student demographic information and TSIA2 scores in Accuplacer.

Coordinates and assists high school campuses with the administration of PSAT and SAT School Day to include test ordering, bulk registration, and distribution of test materials to special campuses.

Oversees the coordination and review of required state testing documentation.

Works with the Director to pre-identify needs for assessment and accountability reports.

Provides individualized campus support and training for data disaggregation and interpretation.

Collects longitudinal data on student groups, individual students, and assessment practices to improve student achievement.

Disseminate information to district personnel, parents, and the general public regarding testing procedures, requirements, and regulations.

Assists the Director with providing school support, evaluating progress, assessing/analyzing data and implementing an accountability model that facilitates improved student performance.

Communicates with Director to identify and provides assistance to campus principals with assessment and accountability issues.

Serves as the campus point of contact regarding grade placement assessments for students enrolling in Killeen ISD from non-accredited public, private, or parochial schools including home schools.

Oversees the Credit by Exam program for the district. Trains and collaborates with campus personnel for proper administration of assessments. Provide annual summary reports.

Supervises the scheduling and administration of tests for language proficiency and academic readiness.

Assists with reviewing and updating Assessment and Accountability administrative procedures

Organizes the administration of the exit level state assessment program for out of school students.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **OTHER QUALIFICATIONS**

Ability to use databases, spreadsheets, word processing, and presentation software. Must have the technical skills related to testing, research, and planning needs.

### **EDUCATION and/or EXPERIENCE**

Master's degree, three years of teaching experience, and college courses in testing, research and statistics.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Principal Certificate.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, students, and general public.

### **MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

### **WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** March 1, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.