

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, DATA AND ASSESSMENT

QUALIFICATIONS:

- (1) Bachelor's or Master's Degree from an accredited educational institution
- (2) Valid Florida teaching certificate.
- (3) Experience in classroom teaching.
- (4) Experience in administration preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school technology systems. Knowledge of required State Assessment and Data requirements. Ability to communicate effectively orally and in writing. Ability to use technology to support assigned duties. Technical knowledge specific to assigned area. Ability to work cooperatively with others.

REPORTS TO:

Assigned Administrator

JOB GOALS

Knowledge of computer hardware and software used to accomplish both instructional and administrative goals. Ability to provide leadership and to establish and maintain effective working relationships with subordinates officials, schools, other departments, and the public. Ability to express facts and ideas clearly and concisely, both orally and in writing. Ability to take on responsibility and make competent decisions on matters affecting the entire department.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- (1) Coordinate the use of Levy Interim Assessments and scoring.
- (2) Be a liaison between Performance Matters Data Base and the Levy County School District in regards to student assessment.
- (3) Knowledge of computer hardware and software used to accomplish both instructional and administrative goals. Ability to provide leadership and to establish and maintain effective working relationships with subordinates, officials, schools, other departments, and the public. Ability to express facts and ideas clearly and concisely, both orally and in writing. Ability to take on responsibility and make competent decisions on matters affecting the entire department.
- (4) Coordinate with other District departments in meeting information reporting deadlines and other specific mandates as established.
- (5) Serve as the liaison for the District for archives, history and records management for the State of Florida.
- (6) Attend training sessions, conferences, and workshops to keep abreast of current MIS practices, programs, and legal issues, technology innovations and change.

COORDINATOR, DATA AND ASSESSMENT (Continued)

- (7) Establish in-serve programs to inform District and school personnel of MIS policies, practices, and available services
- (8) Maintain a network of peer contacts through professional organizations.
- (9) Supervisor electronic and hard copy records, pupil assignments and reassignments, storage and retrieval.
- (10) Coordinate the work of the District's Forms Management and Records Management Committee
- (11) Ensure that all facets of MIS functions comply with federal, state and local laws, regulations and policies.
- (12) Prepare all required reports and maintain all appropriate records.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(14) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

(or)

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 4 (or) 5

Board Approved 12/20/011

Revised Board Approval 04/11/2017