

## HS Assessment Coordinator



**Reports to:** WHS Assistant Principal  
**Salary Schedule:** Schedule B  
**FLSA Status:** Hourly

**Bargaining Unit:** Wenatchee Assoc. of PSE  
**EEO Class:** Level 5  
**Revised Date:** January 2019

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### **SUMMARY :**

Provide support services for the principal(s) in charge of intervention and testing. Review results and other data that comes from state assessments in order to improve student's success. The School Assessment Coordinator is the key link between the District Assessment Coordinator and the Test Administrators. In conjunction with the District Assessment Coordinator, the School Assessment Coordinator responsible for the implementation of the test administration procedures that maintain the integrity of the state test.

**ESSENTIONAL DUTIES AND RESPONSIBILITIES:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lead Proctor for all State Tests at WHS
- Knowledge of state assessment graduation requirements for each grad year
- Plan and coordinate calendar for test dates with District Assessment Coordinator
- Determine who needs to test for accountability and for graduation, which test they qualify / required to take.
- Prepare, track and support seniors through assessment waiver appeal process
- Classroom presentations for grad testing requirements and testing prep
- Communicate to students / parents / teachers, counselors and School Psychologist (Sped) regarding state graduation and accountability requirements.
- Provide link, support & monitor proctor training through Moodle and WCAP
- Prepare testing material and process for shipment
- Submit discrepancies to District Assessment Coordinator
- Review/determine and submit alternative options to District Assessment Coordinator for students through EDS system, post to transcripts when approved by OSPI.
- Submit LDA to OSPI - post to transcript

- Work with District Assessment Coordinator to submit state forms through EDS ARMS
- Review and enter credit equivalency onto transcripts for Assessment credit
- Request test scores from schools/contact out of state schools for their state requirements & passing scores - EDS Student Record Data Exchange - determine if equivalent to Wa. State requirements and submit
- Process data to determine COE lists/students for classes for scheduling
- Assessment Newsletter in Panther Paws / Weekly
- Maintain State Assessment Webpage on WHS counseling page
- Compose and mail letters to families on upcoming testing, requirements, score reports and congratulation letters
- Other duties as assigned

### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Teamwork** - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

**Computer Skills** – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

**Mathematical Skills** – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status

or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

#### **WORKING CONDITONS AND PHYSICAL DEMANDS:**

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is occasionally required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

#### **EDUCATION AND EXPEREINCE:**

- High school graduation or equivalent.
- Minimum AA
- Information Technology experience preferred
- Mastery level computer skills
- Data mining and Microsoft excel required
- Skyward experience preferred
- Post high school secretarial training preferred
- Experience working in a HS setting
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830,

