



Job Title: District Assessment Coordinator

Department: Accountability
Reports To: Director of Educational Indicators
Grade: EG-02
Number of Days: 12 Months
Security Access: Enrollment Center
Current Date: June 12, 2014
Overtime Status: Exempt

Job Objectives: Improves the quality and comparability of District assessments and data systems to produce accurate indicators of the progress of our elementary and secondary schools. Provides assistance to the Director of Educational Indicators in developing a system which includes collecting and reporting statistical indicators by school, tracking changes, assisting with district and state accountability systems and conducting analyses of trends.

Minimum Qualifications:

- Masters in Education
- Oklahoma Teachers Certification

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Finalize / Revise Testing Calendar
- Schedule meetings for TPS BTC State Review meeting – Grades 3-8 and EOI (2 separate meetings) – mandatory attendance
- Schedule BTC coordinator meeting with SDE for January
- Prepare Principal and BTC packets for school sites, include state law mandates
- Distribute testing materials for buildings
- Assist with all vendor test uploads
- Monitor testing during all windows
- Assist in disaggregating data for state and federal reports

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Strong statistical skills

Supervisory Responsibility:

- Supervises 1 employee

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Standard Office Environment

- May be required to lift boxes in excess of 10lbs.

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