



## Job Description

**Job Title:** Assessment Coordinator

**Supervisor:** Supervisor of Testing

**Job Classification:** Exempt

**Pay Grade:** 40 – Grant Funded

**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing leadership, guidance and expertise in the monitoring and implementation of the division's state and local testing programs with a specific focus on the Virginia Department of Education mandated *Through Year Growth Assessments*. Position responsibilities include the training of school test coordinators and other school staff, distributing and collecting test materials, analyzing test results, and presenting information to various stakeholder groups.

### Essential Duties

1. Assists with the supervision and administration of the division wide assessment program with specific emphasis placed on all aspects of the Virginia Department of Education *Through Year Growth Assessments*.
2. Coordinates the preparation of SOL testing with test coordinators at the school level.
3. Assists with planning and conducting the monthly School Test Coordinators' meetings.
4. Serves as resource to the school's administrative staff regarding assessment plan implementation
5. Coordinates ordering, distribution, inventory, collection, and scoring of testing materials.
6. Acts as liaison between school testing coordinators, school administrators, and the central administration on matters related to assessments.
7. Provides leadership in the development, implementation and revision of assessment guidance documents
8. Prepares necessary statistics and reports related to state mandated assessments.
9. Remains current with research in educational testing and applicable laws.
10. Attends professional development opportunities related to state mandated testing provided by the state. Upon assignment, supervises work of technical staff assigned to project.
11. Assists in submitting testing irregularities online.
12. Assist in the update and maintenance of the department website and organize resources for all stakeholders.
13. Stays abreast of the most current research in assessment to evaluate the division's testing program on a continuing basis and recommend changes as necessary.
14. Ensures compliance with applicable federal, state, and local laws and regulations.
15. Ensures the maintenance of complete and accurate historical files on testing results.
16. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Supervisor of Testing or other appropriate administrators.

### Job Specifications

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. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Bachelor's required, (Master's degree preferred) from an accredited college or university. Must hold or be eligible to obtain a Virginia Teaching License, Virginia Postgraduate Professional License in administration and supervision preferred with a minimum of three years of successful classroom experience. Knowledge of the logistics of state-mandated testing rules and guidelines, and skills set of a school test coordinator, preferred; Knowledge of technology to include, but is not limited to the use of Internet, Microsoft Office Suite, Synergy, Pearson, and other related applications; Ability to quickly analyze and solve user testing related problems; Must possess a demonstrated ability to

consult with others in the development of local tests; analyze, interpret, and present student testing results. Must possess excellent organizational, analytical, supervisory, and communication skills. Must possess the ability to establish and maintain effective working relationships with students and staff, open to new ideas, demonstrate adaptability, and the flexibility to work through challenging issues.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Testing

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Assessment Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Testing or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

### **Approvals:**

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 Supervisor

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 Date

**I acknowledge that I have received and read this job description.**

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 Employee Name (Print)

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 Signature

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 Date

08/2025