



Mabank Independent School District

Job Title: Academic Accountability and Assessment Coordinator

Wage/Hour Status: Exempt/212 days

Reports To: Executive Director of Curriculum and Instruction

Funded: 100% Title I

Dept. /School: Administration Building

Date Revised: 7/11/2023

Primary Purpose:

Support all state/local assessment and accountability functions. Implement state and federally mandated assessment programs for the district. Ensure security and integrity of testing materials and data in accordance with state and federal requirements.

Qualifications:

Education/Certification:

- Valid Texas teaching certificate
- Bachelor's Degree

Special Knowledge/Skills:

- Knowledge of state and federal school accountability systems
- Advanced knowledge or training in computer applications, including spreadsheets, databases, word processing, and statistical analysis
- Comfortable learning online assessment management systems such as Cambium
- Ability to develop and deliver training to adult learners
- Developing reports that incorporate a meaningful interpretation of data, technical precision, accuracy, readability, and editorial correctness
- Applying statistical analyses to identify trends, make predictions, and interpret results
- Communicating effectively, both orally and in writing
- Evidence of strong decision making ability and use of sound judgment
- Experience applying high-level organizational skills and successfully managing and coordinating a number of projects and tasks.

Major Responsibilities and Duties:

- Contribute to the continuous improvement of the District as a member of the C&I, Assessment, & Accountability Department
- Remain abreast of local, state, federal, and court ordered mandates, technical and professional trends, and developments impacting the analyses and reporting of school district data.
- Provide support in the conceptualization, design, analysis, and reporting of student assessment, accountability, survey, and other data to identify historical trends, predict student performance, and support campus and district planning.

- Analyze assessment, accountability, and survey data and prepare reports using Excel, Access, SPSS, and Microsoft Word that are accurate and apply appropriate data analysis techniques.
- Assist schools with the interpretation of the assessment and accountability results for the purpose of improved student performance.
- Collaborate with other departments including Special Education and ESL/Bilingual Departments to ensure proper testing of students.
- Support the Curriculum Department in coordinating the review, development, and revisions of all curriculum documents and materials based on valid timely student achievement data. (Title I, Part A, Part 4, Activities 2 and 7).
- Provide campus principals with valid data to support campuses administrators in providing extended learning opportunities for identified students (as specified in Title I, Part A, Part 4, Activity 13).
- Implement procedures for ensuring security and confidentiality of state-mandated testing programs and other assessments. Direct and oversee test implementation and monitor testing activities to ensure that procedures are followed and deadlines met.

Supervisory Responsibilities:

- None

Instructional and Program Management:

- Analyze assessment data from standardized assessments in Math, Science, Social Studies, Language Arts and Reading from grades PK to 12th to determine instructional needs.
- Coordinate assessment information for the state and federal accountability programs.
- Review and monitor the implementation of the interventions planned by campuses.
- Monitor district and campus progress in meeting and exceeding the standards of the accountability systems.
- Coordinate with special programs and departments to assure that all aspects of the accountability system are met.

Professional Growth and Development:

- Take part in professional development activities to meet the needs of struggling students in the school wide program (as specified in Title I, Part A, Part 4, Activity 4)

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotion control under stress;
- Frequent prolonged and irregular hours;
- Lifting boxes;
- Frequent district wide travel and occasional statewide travel

Evaluation:

- Performance of this job will be evaluated annually in accordance with provisions of Board’s policy on evaluation of Professional Personnel

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

Reviewed and agreed to by: _____ **Date:** _____

Supervisor: _____ **Date:** _____