

GERVAIS SCHOOL DISTRICT #1 – Common Formative Assessment Coordinator

QUALIFICATIONS:

- Valid Oregon teacher license with appropriate subject endorsements, if needed.
- Bachelor's or higher degree in education or other acceptable educational training in area of study as required by Oregon license.
- Valid First Aid Card as requested by Principal.
- Knowledge and understanding of the 21st Century Schools Act.
- Knowledge of current educational practices and methods, evaluation techniques, behavior management techniques, and communication techniques.
- Demonstrated knowledge in reading and writing curriculum, instruction and assessment.
- Demonstrated ability to work harmoniously with administrative personnel, staff and community.
- Demonstrated ability to communicate effectively, provide inservice and establish effective working relationships with colleagues.
- Demonstrated ability in the use of technology commonly used in the district.
- Prior job-related experience will be considered but not required.
- Such alternative to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

- Director of Special Services

JOB GOAL:

- To help district personnel implement curriculum and teach strategies that increase student learning.

PERFORMANCE RESPONSIBILITIES (See Performance Standards for Specific Indicators):

- Learn, teach and facilitate to building staff the new student:
 - management software, and
 - assessment software.
- Work with reading and math teams and coaches in formulating common formative assessments.
- Meet with each grade level/content area to review assessment database for reading and math assessment areas.
- Enter selected questions into the program and review the assessment with each team.
- Create reports for each reading and math grade/content level as indicated by the teams.
- Train teams on how to manage the computer system, adjust assessments and reports.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

TERMS OF EMPLOYMENT:

- Flexible schedule to be implemented depending upon daily requirements.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

EVALUATION:

- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures. Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

Teacher Signature

Date