

## GERVAIS SCHOOL DISTRICT #1 – DATA, ASSESSMENT & TESTING COORDINATOR (High School)

### 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 21<sup>st</sup> 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:

- Gervais High School Principal

### 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.
- Create and manage state testing calendar.
- Oversee testing, proctor tests, set up groups of students for successful testing.
- Develop database queries in response to data request from PLC's, administration, task groups.
- Develop a proposed data system for an intervention pyramid.
- Work with reading and math coaches in formulating and analyzing common formative assessments.
- Disseminate data information to PLC, Site Council, administration, school board.
- Facilitate in the development and revision of state reports and school improvement plans.
- Attend conferences and workshops as assigned.

### 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:

- 190 days.
- 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.
- Release time for one school year only. Contract for the following school year will be issued based on the needs of the District during the subsequent school year.

### 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:

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Teacher Signature

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Date