

Wentzville R-IV School District
Position Description
Locator: 2.47

Position Title: Assessment Coach

Reports to: Director of Assessment

SUMMARY

Assists the Director of Assessment in the development, implementation, and evaluation of the Assessment program and provides data resources related to assessment and program evaluation.

QUALIFICATIONS/REQUIREMENTS

The Assessment Coach shall have completed the equivalent of at least a Bachelor's Degree in Education. Classroom teaching experience is required with a valid Missouri teaching certificate.

ESSENTIAL JOB DUTIES

- Assist in the development and implementation of the District Assessment Plan to measure the achievement of all students and provides data for improvement in the instructional program.
- Assist in the development and implementation of common assessments.
- Support building administrators in analyzing data for their school improvement plans.
- Assist grade level teams in analyzing data and planning for next steps in instruction
- Support building administrators in the interpretation of state test data and next steps.
- Provide professional development on assessment development and data analysis.
- Assist and support technology-based assessment systems.
- Assist the Director of Assessment on all state required testing responsibilities.
- Assist the Director of Assessment on the development of grading and reporting practices.
- Demonstrate effective administrative skills, communication skills, and organizational skills, problem-solving and decision-making skills.
- Demonstrate positive, professional relationships with district personnel, parents, and community.

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OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Assistant Superintendent for Curriculum, Instruction, and Assessment and the Director of Assessment.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Assessment Coach shall be employed on a teacher contract with 20 additional contracted days to complete the required tasks of the position. Salary for the position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on the evaluation of teaching staff.