

## **Student Information and Assessment System Coordinator**

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**REPORTS TO:** Superintendent and/or his/her Designated Assistant

**QUALIFICATIONS:** As established by the Board of Education

**GENERAL RESPONSIBILITIES:** To assist the administrative supervisor by relieving him/her of tasks related to the student information system so that he/she may devote maximum attention to the central problems of the district

Assist the District Assessment Coordinator by performing duties that coordinate and facilitate the implementation of the Kentucky Department of Education assessment and school accountability program; coordinate and facilitate the operation of other district-wide assessments (e.g. Star, ITBS, etc.)

**STUDENT INFORMATION SYSTEM DUTIES:**

1. Serves as the district point of contact for student data-related questions from school and district personnel.
2. Trains attendance clerks and other district personnel to use the student data system.
3. Coordinates all district personnel student data access rights.
4. As requested, acts as a liaison between school system and student data company representatives.
5. Responds to procedural and technical student data related questions from school personnel.
6. Responds to the requests of other agencies requiring student data information.
7. Supports peers in maintaining home school, private school, out of district and home/hospital data.
8. Maintains a variety of files, records, and logs.
9. Assists with statistical and census reports for the State Department of Education.
10. Obtains, gathers, and organizes pertinent data as needed for reports, etc. and puts it into a usable form.

**Student Information and Assessment System Coordinator (continued)**

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11. Places and receives telephone calls and records messages.
12. Maintains calendar of appointments; makes arrangements as requested for meetings, etc.
13. Processes incoming correspondence to programs as directed.
14. Works with other clerical staff during busy times to handle overflow or when deadlines must be met.

**ASSESSMENT DUTIES:**

1. Serves as the primary contact between the local school district and Kentucky Department of Education for student assessment and accountability.
2. Communicates to appropriate staff, definitions, timelines, formats, etc., for completing assessment activities and compiling data.
3. Assists staff with questions, problems, and concerns regarding the assessment process.
4. Assists in the implementation of all assessment and accountability activities throughout the district.
5. Takes responsibility for generating, updating, and reporting data to appropriate agencies as relevant to the accountability index.
6. Conducts training of school counselors on test operations. Monitor school level training associated with the ethical administration of assessments.
7. Ensures that school personnel comply with all testing guidelines.
8. Investigates and reports on any testing procedure violations. Provide necessary reports to KDE or other responsible agencies.
9. Oversees all work related to the School Report Card.
10. Performs other duties as assigned.