

POSITION:	Building Assessment Coordinator (BAC)
POSITION SUMMARY:	To coordinate and facilitate the implementation of the Kentucky Student Assessment Program, School Accountability Program, Career and Technical Education (CTE) assessments, and all other school-level assessment activities. The Building Assessment Coordinator ensures proper administration, security, and use of assessment data to support continuous school improvement and student achievement.
QUALIFICATIONS:	<ul style="list-style-type: none"> • Valid Kentucky Teaching Certificate • Minimum of three (3) years of successful classroom teaching or related educational experience preferred • Demonstrated knowledge of the Kentucky Student Assessment and Accountability System • Strong organizational, communication, leadership, and logistical planning skills • Proficiency in data analysis and interpretation to guide instructional decisions • Excellent computer skills, including proficiency in Excel and online testing platforms • Other qualifications as the principal or superintendent may find appropriate and acceptable • Kentucky Department of Education certification for counselor preferred but not mandatory
REPORTS TO:	Executive Principal / Instructional Principal
Key Competencies:	<ul style="list-style-type: none"> • Leadership in career academy implementation and alignment. • Collaboration with stakeholders to promote student success. • Effective data-driven decision-making and strategic planning. • Ability to develop and sustain business and community partnerships. • Strong knowledge of curriculum development, CTE pathways, and workforce trends. • Thoughtfulness regarding instructional implications in the classroom, with an emphasis on protecting instructional time and collaborating closely with the MTSS Coordinator
PERFORMANCE RESPONSIBILITIES:	The Building Assessment Coordinator shall:

	<ul style="list-style-type: none"> • Serve as the primary contact for all school-based assessment activities, including KSA (Kentucky Summative Assessments), the Alternate KSA, ACCESS for ELLs, SAT and other state or district assessments. • Ensure adherence to all Kentucky Department of Education (KDE) and district testing guidelines, policies, and procedures. • Maintain test security and professional integrity through the coordination of training for all staff involved in assessment administration. • Prepare and distribute testing materials in accordance with KDE and district timelines. • Coordinate the return and secure storage of all testing materials following completion of assessments. • Collaborate with the District Assessment Coordinator (DAC) to ensure fidelity in assessment administration and reporting. • Train test administrators and proctors on testing procedures, security requirements, and accommodations for students with IEPs, 504s, and EL plans. • Monitor test sessions to ensure compliance with testing regulations and address issues that may arise during testing. • Support teachers and administrators in interpreting and utilizing assessment data to improve instruction and student outcomes. • Assist the principal and instructional leadership team in communicating assessment expectations, results, and implications for school improvement. • Ensure accurate entry and verification of assessment-related data in Infinite Campus and other district platforms. • Coordinate testing accommodations and ensure all required documentation is maintained according to state
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	<p>and federal guidelines.</p> <ul style="list-style-type: none">• Serve as the liaison between the school and the District Assessment Coordinator regarding assessment schedules, updates, and reporting requirements.• Maintain current knowledge of state and district assessment and accountability programs and attend required training sessions and updates.• Support school efforts in collecting and verifying non-academic data (attendance, transition readiness, etc.) as needed for accountability reporting.• Participate in school and district professional learning related to assessment, accountability, and instructional improvement.• Perform other duties as assigned by the principal or District Assessment Coordinator. <p>Career and Technical Education (CTE) Assessment Responsibilities</p> <ul style="list-style-type: none">• Assist in organizing and scheduling Career and Technical Education (CTE) assessments, including End-of-Program Assessments and approved industry certification exams for all pathway areas.• Monitor CTE test administration to ensure fidelity, test security, and adherence to vendor-specific testing procedures for industry certification exams.• Collaborate with CTE teachers, the CTE Coordinator, and pathway leads to ensure all eligible students are properly scheduled for required assessments.• Maintain accurate records of CTE assessment completion rates, industry certifications earned, and documentation required for KDE reporting.• Support the alignment of CTE assessment data with schoolwide transition readiness indicators.• Communicate assessment expectations, testing windows, and certification opportunities to students, teachers, and administrators. <p>Other Duties</p>
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	<ul style="list-style-type: none"> • Perform other duties as assigned by the principal or District Assessment Coordinator.
TERMS OF EMPLOYMENT:	205 – day employee with salary determined by the adopted salary schedule of the Christian County Board of Education.
EVALUATION:	Performance of this job will be evaluated in accordance with Board policy and the Christian County Evaluation Plan.

Board Approval: