

**Hernando County School Board**  
**Florida**

FLSA: Exempt, Non- Union

<b>COORDINATOR OF ASSESSMENT AND ACCOUNTABILITY</b>
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**Required Qualifications:**

- Bachelor's Degree from an accredited institution in an education-related or business-related field
- Minimum of 3 years' experience in educational assessment
- Experience in data collection, data analysis, and interpretation skills
- Advanced level technology skills including word processing, spreadsheets, and presentation software

**Desired Qualifications:**

- Master's Degree from an accredited institution in an education-related or business-related field
- Knowledge of federal, state, and district rules, regulations, and policies as they relate to educational accountability

**Performance Responsibilities:**

- Disaggregate, analyze, and disseminate student academic and demographic data at state, district, school, teacher, and student levels
- Assist with the identification of measurable objectives that address educational programs
- Provide data and consult with individual schools for the purpose of evaluating program effectiveness
- Arrange data to assist schools in determining patterns of critical indicators and provide progress monitoring guidance
- Provide training to teachers and school leaders to enhance their skills and ability to access and understand the benefits and limitations of data
- Understand state and federal accountability systems and how schools are impacted
- Assist in compliance with School Board rules and applicable state and federal laws
- Collaborate in the design of district data chats for school administrators
- Create and maintain standard operating procedures for the department of Assessment and Accountability
- Work closely with appropriate district-level staff and school personnel to promote implementation of a systematic approach to program improvement and resources for testing
- Assist in the decision-making, implementation, and professional development of appropriate achievement data technologies conducive to learning and monitoring student progress
- Coordinate, problem solve, and implement third-party student data platforms
- Supervise and evaluate all personnel that report directly to this position

- Perform other duties as assigned by the Director of Research and Accountability and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Research and Accountability and/or designee

**Evaluation:**

Annual evaluation done by the Director of Research and Accountability and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category F

**Job Code:**

Coordinator of Assessment and Accountability