



35808 County Road 66
P.O. Box 1020
Crosslake, Minnesota 56442
218-692-5437

Crosslake Community Schools Job Description

Position: District Assessment Coordinator/Seat-Based Curriculum Coordinator

Location: Crosslake Community School

FTE/ Hour Allotment:

0.6 FTE District Assessment Coordinator

0.4 FTE Seat-Based Curriculum Coordinator

Immediate Supervisor: Executive Director

District Wide Assessment Coordinator (0.6 FTE)

- Attend DAC meetings sponsored by Sourcewell as needed
- Attend staff meetings and serves on staff committees as required
- Promote pleasant manner with staff, students, and visitors
- Work effectively as a team member in: planning, shared decision making, problem solving, and communicating
- Reviews, evaluates, synthesizes, and facilitates the develop of program proposals
- Main confidentiality and data privacy
- Adhere to school policies and procedures
- Articulate and advance school mission
- Cooperate with the work/plans of grade level teams
- Attend all staff meetings
- Performs functions as assigned by Executive Director
- Work with leadership team to create, implement, and post the district testing calendar
- Update district's testing procedure
- Present standardized testing data to Board of Education
- Stay up to date with MDE's Assessment Update emails
- Attend MDE monthly Q&A sessions
- Update FastBridge roster, work with technology coordinator for Clever sync
- Monitor FastBridge training and lead professional development as needed
- Monitor screening for FastBridge; fall, winter, spring
- Provide relevant screening reports to staff as need or requested
- Submit GRR for free and reduced lunch student who participated in ACT testing
- Print data for cume files when students are leaving/transferring, as needed
- Print data for cume files
- Pass out and mail MCA reports in Fall
- Set up testing sites around the state for students to complete the MCA/MTAS assessments in coordination with Online Director
- Assign students in local testing sessions
- Create test sessions in Pearson Access Next for MCA and MTAS
- Work with MARRS Coordinator and Technology Coordinator to prepare and support testing



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- Manual entry of students in TestWes to override MARRS for new students enrolled during test season to support MARRS Coordinator
- Email students with MCA test times and dates
- Sign and collect Data Sharing Agreement so MCAs get loaded into Viewpoint, work with technology coordinator
- Set up and monitor MCA/MTAS training for staff
- Coordinate with SPED teachers/case managers to set up proper accommodations for students in TestWes
- Track and file MCA/MTAS opt out forms to submit to MDE and communicate with families if form is missing
- Work with Online Director to coordinate test dates and times for Online students around the state
- Coordinate with Online Director to establish test monitors
- Be present at the school building while testing is being administered
- Travel to/from testing sites throughout the state to monitor testing as needed
- Follow federal, state, district, and private sector laws, rules, and requirements for various tests
- Create MCA survey for online students and send link to be filled out by families
- Create spreadsheet to track Online MCA/MTAS dates, sessions, and opt out forms
- Print MCA test directions for each teachers/test session, and put tickets with directions to each teacher/monitor
- Print math formula sheets for students and file accordingly in test sessions/classes
- Present MCA test data/summary to both programs to help drive instruction and curriculum review
- Send out ACT registration information to all 11th and 12th graders, set up in ACTNow
- Register and set up all students participating in late spring ACT testing
- Administer ACT test
- Submit report for ACT reimbursement
- Be a member of WBWF+C
- Help write authorizer goals
- Interpret and submit data for OW goals for both programs
- Lead monthly data meeting with online and seat-based teams to facilitate data driven instruction
- Work closely with MTSS teams of both programs to track students data, attendance, discipline, etc
- Coordinate with appropriate teams/staff for the completion and submission of the Local Literacy Plan
- Collaborate with Tier 2 and Tier 3 interventionist teams of both programs to track progress monitoring across time and help organize data
- Lead Viewpoint data collection and shared data
- Track QComp data/reporting for both programs
- Collaborate with online program to track data and intervention data to MTSS team
- Lead interpretation of FAST screener data for teachers/staff for both programs
- Guide/support data to inform instruction in both programs in collaboration with teams
- Lead data meetings for data driven instruction and data interpretation for both programs

Seat-Based Curriculum Coordinator (0.4 FTE)

- Act as primary resource for faculty and management on curriculum development and approval
- Analyze school testing data to ensure complete and accurate curriculum suggestions and ideas are in place to assist with instructing
- Review curriculum, compares with state standards, and defines gaps
- Coordinate with teachers to find supplemental curriculum
- Be the chair of the curriculum committee and guide proper curricula review cycle and committee brings to the whole team for feedback and input
- Plan PD for teachers and paraprofessionals, anticipates all needs for each session
- Plan Curriculum Meetings and PD for teachers regarding curriculum and anticipates all needs for each session



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- Promotes pleasant manner with staff, students and visitors.
- Maintains confidentiality and data privacy.
- Adheres to school policies and procedures.
- Articulates and advances school mission
- Work with HRS lead and committee for Level 3 Certification with Guaranteed and Viable Curriculum
- Organize and manage curriculum materials
- Communicate with representatives of curriculum resource companies
- Order and ensure curriculum materials are purchased and given to teachers

Requirements:

Current Minnesota teacher's license

Desired Background:

- Assessment Coordinator or Assistant Coordinator Experience
- Assessment Training and extensive knowledge
- Knowledge and interpretation of data obtained from standardized testing
- Knowledge of MARSS, ACT, MCA, FAST, Viewpoint, SAEBERS
- Familiarity with Charter School and authorizer process
- Familiarity and knowledge of Minnesota State Standards

Frequency Chart:

Required to:	Never 0% of time	Occasionally 1- 33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit		X		
Use hands		X		
Reach (hands/arms)		X		
Climb/Balance		X		
Kneel/Crouch/Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		



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Required to Lift:	Never 0% of time	Occasionally 1- 33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Up to 10 lbs		X		
Up to 25 lbs		X		
Up to 50 lbs		X		
Up to 75 lbs	X			
Up to 100 lbs	X			
More than 100 lbs	X			

Salary Range:

\$37,053.75 -59,598.62 annually, depending on experience and qualifications

Benefits Package:

Benefits package will be available at interview for review.

Work Schedule and Agreement:

- Number of Days: 175 (Prorated for start dates after Teacher Workshop Week)
- Hours per day: 8; general business hours are 7:45 a.m. to 3:45 p.m or 7:30-3:30
- Expected Hours: School Days and Professional Development Days plus scheduled days in collaboration with the Executive Director

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Board Approved: