



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

Crosslake Community Schools Job Description

Position:

District Assessment Coordinator

Location:

Crosslake Community School

FTE/ Hour Allotment:

.4 FTE

Immediate Supervisor:

Executive Director

Position Summary:

Oversight and planning for school wide testing.

Essential Duties and Responsibilities:

- Oversee operation of testing, MCA, ACT, STAR, and any other school-wide tests that may be added.
- Plan testing dates/times with all teachers.
- Determine, with Special Education and relevant classroom teachers/coaches, accommodations for all tests early in the school year and enough time before each test to accomplish the needed accommodations.
- Work with MARSS coordinator and technology coordinator to prepare for testing.
- Provide relevant reports to staff.
- Train staff as needed to use testing systems.
- Follow federal, state, district, and private sector laws, rules, and requirements for various tests.
- Attend DAC meetings sponsored by Sourcewell as needed.
- Attend any required MDE training.
- Establish testing sites throughout the state to accommodate online learners including finding a testing monitor to oversee testing.
- Be willing to travel if testing sites through the state need to be monitored by the DAC.
- Attends staff meetings and serves on staff committees as required.
- Promotes pleasant manner with staff, students and visitors.
- Maintains confidentiality and data privacy.
- Adheres to school policies and procedures.
- Articulates and advances school mission.
- Cooperates with the work/plans of the grade level team.
- Attends all staff meetings.

- Attends all team meetings.
- Performs functions as assigned by team, team leader or Executive Executive Director.
- Articulates and advances school mission.
- Serves on Board of Executive Director or other necessary committees.
- Works effectively as a team member in: planning, shared decision making, problem solving, and communicating.
- Others duties as assigned by the Executive Director.

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		

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 or Hourly Range:

\$ to \$

Work Schedule and Agreement:

- Number of Days: 176 (Prorated for start dates after Teacher Workshop Week)
- Hours per day: 8; general business hours are 7:30 a.m. to 3:30 p.m.
- Expected Hours: School Days and Professional Development Days plus scheduled days in collaboration with the Executive Director (what is wording we have been using??)

Revised:

7/11/21