



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: District Assessment, Curriculum, and Professional Development Coordinator

Position Type: Exempt

Reports To: Superintendent or Designee

Primary Function: To help the district, on a continuing basis, to evaluate and revise its methods and procedures for testing so that a consistently high standard of teaching excellence and learning facility may be achieved and maintained.

Minimum Qualifications:

- Valid Mississippi Administrator's License. (Required)
- Three (3) years of building-level experience as a teacher.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Major Duties and Responsibilities:

01. Keeps continually informed regarding research in educational testing and the development of useful information and improved tests for use in educational programs.
02. Develops systemwide programs and schedules for annual group testing.
03. Administers or supervises the administration of group tests of aptitude and achievement including all district, state, and universal screeners.
04. Evaluates on an ongoing basis the system's testing programs.
05. Supervises the scoring of tests and conducts statistical analyses of test results for all schools and areas of group testing conducted.
06. Prepares informative reports and instructional materials for the guidance of administrators, teachers, counselors, and other professionals who use group test results in performing their own duties.
07. Provides leadership in the development of improved instruments and procedures for evaluating the performance of the professional staff.
08. Designs and administers studies to identify community, fiscal, staff, and other factors that can account for variations in quality within the school system and suggests ways that these may be manipulated to improve levels of student achievement.
09. Provides counsel as to potential data processing programs in student testing and supervises their implementation.

10. Serves as a resource person in planning and conducting in service educational activities for the improvement of teaching practices in the areas of test construction, test administration, and test results evaluation.
11. Studies the ever-changing educational needs in the district and develops and implements staff training programs that will effectively meet these needs.
12. Assists in developing goals and objectives that may realistically be met by the district.
13. Develops innovative ideas and concepts and devises realistic plans and programs that may be adopted or implemented to execute those ideas.
14. Serves as a consultant in developing, administering, and reporting statistical studies and analyses made in the district.
15. Serves as a liaison between the district and other educational agencies in the development, coordination, and implementation of new programs for instructional improvement.
16. Develops, implements, interprets, and communicates the results of the District's testing program to the entire school staff, to the Board, and to other interested parties including instructional accountability data.
17. Interprets and disseminates District and State rules and regulations.
18. Administer the state testing programs following all procedures, rules, and regulations.
19. Coordinates Summer School Programs.
20. Coordinates District and/or Area Spelling Bee.
21. Coordinates Multi-Tier Support Services (MTSS) Program.
22. Coordinates District textbook inventory via the Textbook Inventory Management System (TIMS).
23. Coordinates Pre-Kindergarten Program.
24. Develops the Instructional Management Plan.
25. Develops and oversees the District Reading Initiative.
26. Develops and conducts New Teacher Orientation.
27. Serves as Professional Development and Professional Learning Community Coordinator and Liaison for Continuing Education Units.
28. Coordinates dyslexia screening.
29. Provides oversight of Library Media Specialists.
30. Manages renewals of instructional software programs and curriculum materials.
31. Develops and monitors pacing guides.
32. Serves as a member of the District Lottery Committee, Calendar Committee, Dropout Prevention Committee, Registration Committee, and other committees as assigned by the Superintendent.
33. Supervises Academic Coaches and Behavior Specialists.
34. Serves as the District photographer.

35. Prepares Teacher and Administrator evaluation reports for the Mississippi State Department of Education.
36. Assists with maintaining compliance with accreditation standards.
37. Coordinates Summer 3rd Grade reading assessments.
38. Prepares various reports as designated by the Superintendent.
39. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

Terms of Employment: 236 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 3, based on degree and experience

Received by: _____

Date: _____