

## Recovery School District Job Description

**Job Title:** Coordinator of Formative Assessment

**Reports to:** Executive Director of Professional Development and Curriculum and Instruction

### **Position Summary:**

The Coordinator of Formative Assessment for RSDLA will develop mission, vision and process for the use of NWEA formative assessments within the RSDLA schools. This person will manage processes related to the administration of formative assessments as part of ongoing procedures of the RSD and schedule and facilitate ongoing examination of formative data to inform and improve practices from classroom to district level. The Coordinator of Formative Assessment will access, develop and distribute data to all stakeholders in order to ensure that strategic objectives for learning are met or exceeded.

### **Job Responsibilities:**

1. Develop strategies, plans and tactics based on collaboration with key staff leading to efficient processes, schedules, and protocols for administration of formative assessments
2. Assume direct responsibility for success of comprehensive assessment plans which are fully integrated with RSD goals, workflow, and schedules
3. Lead evaluation of assessment processes for ongoing success
4. Develop processes to ensure that all stakeholders have access to and understanding of key data elements and reports related their role in RSD
5. Regularly assess and improve upon processes related to effectiveness and convenience in accessing and using data by RSD staff and stakeholders, including reviewing and revising formats for data access and presentation
6. Collaborate with RSD staff to integrate formative data into systems for broader data analysis
7. Facilitate successful communication and application of formative assessment data across all staff and stakeholders at RSD including students and parents
8. Establish, implement and monitor use of formative data against related vision, goals and objectives as determined by RSD leadership
9. Lead innovation in advanced strategies for instructional use of formative data in collaboration with RSD curriculum leadership
10. Develop and implement plans to build data capacity with RSD coaching team with advice of appropriate RSD leadership
11. Understand and monitor the learning and growth outcomes for RSD students, staff and schools
12. Develop and implement reporting format and processes to strategically evaluate formative data with appropriate RSD leadership teams
13. Develop and implement processes to strategically evaluate formative data with RSD principals
14. Collaborate with RSD leadership to develop and implement strategies to ensure innovative use of formative data with RSD Master Teachers
15. Complete timely reports and updates to RSD team as assigned
16. Meet with school data teams to review formative data at strategic intervals
17. Perform other duties as assigned to ensure the success of RSD use of formative assessments

### **Minimum Qualification:**

1. Minimum bachelor's of science degree in related field (education or assessment)
2. Minimum of 2 years experience in teaching and learning in K-12 education

