

Coordinator IV, Assessment and Accountability

Position Details

Job Code: U7403

Reference Code: A332

Division/Unit: Assessment, Accountability, Research, School Improvement

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for assisting with the conducting of districtwide testing programs, conducting data analysis, and preparing reports. The position is directly responsible to the Director, Testing, Assessment, Accountability, Research, and School Improvement (AARSI) Division, Academic Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Analyze criterion-referenced and norm-referenced test data and prepare reports for use by elementary and secondary school licensed staff, area administrators, and the Superintendent's office.
2. Supervise preparation of the National Economic Research Associates (NERA) Accountability Report.
3. Develop management system components and computerize scoring.
4. Develop and provide testing-related professional learning to teachers and administrators.

5. Prepare reports and publications and make presentations to various Clark County School District, community, and other agencies, as required.
 6. Provide data to the Operational Services Unit, as necessary, and/or upon request.
 7. Provide information to the Nevada Department of Education (NDE), as necessary, and/or upon request.
 8. Provide data to the Public Information Office, as necessary, and/or upon request.
 9. Assist in the training and holistic scoring of standards-based assessment program performance assessments.
 10. Proofread technical documents.
 11. Maintain familiarity with current educational evaluation literature.
 12. Supervise and evaluate the performance of assigned staff.
 13. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of state, federal, and local regulations and mandates.
 2. Thorough working knowledge of criterion and norm-referenced testing, including classical test theory and item response theory.
 3. Working knowledge of basic statistical procedures.
 4. Ability to interpret test results.
 5. Ability to gather and analyze information from a variety of resources with minimum direction.
 6. Ability to communicate clearly, both orally and in writing.
 7. Ability to work cooperatively with principals, teachers, and support staff professionals.
 8. Demonstrate a high level of self-confidence, initiative, self-direction, and problem-solving skills.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Experience with downloading and uploading data from the mainframe to a personal computer (PC).
3. Demonstrated knowledge of and background in use of various software packages, specifically data base software and statistical software such as Statistical Package for the Social Sciences (SPSS).

Preferred Qualifications

1. Advanced degree beyond master's degree.
2. Coursework in statistics, assessment, and/or evaluation.
3. Experience extracting data from SASIxp.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/04/22
- Created: 11/18/08