



Public Charter SCHOOL DISTRICT

District Assessment Coordinator

Reports to the Director of Assessment

Job Brief

The South Carolina Public Charter School District (PCSD) is looking for an energetic and self-motivated District Assessment Coordinator to serve the district and its schools. The incumbent will be responsible for managing the administration of select state assessments; working with the Director of Assessment on a variety of tasks; overseeing the process of state reimbursement of assessments; and management of assessment data systems. This position is based in Columbia, South Carolina, and requires travel statewide to include schools under our authorization. The District Assessment Coordinator reports directly to the Director of Assessment.

Core Functions

- Manages select state assessments, inclusive of materials coordination, communication management, provision of technical assistance and required training, reports the need for heightened monitoring in situations of test security violations and noncompliance to the Director of Assessment.
- Serves as the data manager for select in-house and state-supported assessment systems that require the continual establishment, maintenance, and periodic review of school-level accounts, including (but not limited to) NWEA and other formative/interim assessment systems, myIGDIs, MyTeaching Strategies GOLD, DataManager by Renaissance, and other Gift and Talented assessment systems.
- Supports the Director of Assessment in providing guidance for PowerSchool/EdFi precoding processes
- Manages the District's implementation of and user management for state approved formative/interim assessments, acting as liaison between state approved assessment vendors, District staff, and schools.

Responsibilities

- Supports the Director of Assessment regarding irregularities in the testing process and testing violations; not limited to instances of testing violations, investigations, documentation, and submission of required evidence to appropriate oversight agencies, and provides proper non-compliance notice to impacted schools
- Provides direct support to schools and stakeholders by applying knowledge of applicable regulations, practices, and platforms related to select state assessments in order to build local capacity and effective implementation.

- Collaborates with district staff to ensure compliant implementation and oversight activities of student group-specific assessments, such as PTA and CogAT/IA.
- Supports the maintenance and storage of district testing files and related records, such as test security agreement forms, in alignment with best practices around data security, transmission, storage, and SCDE requirements for selected assessments.
- Manages the processes related to state reimbursement of assessments, including the collection and tracking of all school purchases and invoices in Epicenter, as well as coordination with relevant Finance team members for the distribution of relevant funding.
- Supports district staff on requests related to student assessment records as it pertains to transfers, and closures in compliance with federal and local guidelines.
- Travel as needed to complete District requirements and job duties.
- Assists the Director of Assessment with projects and tasks as assigned.

Required Qualifications and Preferred Experience

- Bachelor's Degree in Education and current teaching certification in an aligned field in South Carolina; Master's Degree in a related field preferred.
- At least five years of successful teaching experience in a school, or equivalent experience with test administration, which provides the required knowledge, skills, and abilities. District experience preferred, but not required.
- Committed to building great schools for the children of South Carolina.
- Proven experience with accuracy, attention to detail, and timelines.
- Knowledge of South Carolina test administration and requirements.
- Proven experience with coaching and/or mentoring of educators to develop skills and increase capacity.
- Customer service approach to supporting stakeholders.
- Excellent oral and written communication skills, time management skills, and the ability to prioritize work.
- Competency in MS Office, Google, and PowerSchool.

Interested Candidates should provide a resume and cover letter to Jackie Snell, Director of Human Resources, at jsnell@sccharter.org.