

# **Somerset County Public Schools**

## **Job Description**

**Job Title: Local Accountability Coordinator (LAC)**

**Department: Instruction/Technology**

**Reports To: Director of Curriculum & Instruction**

**FLSA Status: Exempt**

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**Approved By: Board of Education**

**Approved Date: March 19, 2013**

### **I. Summary**

The LAC serves as the liaison between MSDE and the school system and is responsible for the coordination of all state mandated testing, local assessments and all related information and activities.

### **II. Essential Duties and Responsibilities include the following:** Other duties may be assigned by the Director of Curriculum and Instruction, the Director of Technology Instruction or their designees.

- Attends all state, regional and local meetings related to testing and *Performance Matters*. Disseminates information regarding assessment initiatives to appropriate staff as needed.
- Responsible for reporting and explaining all system level data related to testing to the central office administrative team.
- Provide training for all School Test Coordinators (STC)
- Create, distribute and monitor testing calendars and schedules for all State tests
- Monitor and support the administration of all state tests in all schools
- Conduct investigations into testing irregularities as directed by the State
- Work with Instructional Supervisors to update procedures and the schedule for local benchmarks and common assessments
- Keep abreast of changes and developments with State testing, including the new PAARC assessments, and share information with administrators monthly.
- Review benchmarks and common assessments before they are entered into *Performance Matters*
- Resolve conflicts concerning missing answer sheets and/or test results in *Performance Matters*
- Receive and check-in all benchmarks and common assessment answer sheets to be scanned
- Serve as the liaison between facilitators and supervisors for the benchmarks and common assessment process
- Assist with entering tests into *Performance Matters* and/or scanning answer sheets when needed

- Coordinate, plan and conduct training in the use of *Performance Matters*
- Support schools in the retrieval and analysis of data needed for the development of the School Improvement Plan
- Schedule and lead regular meetings of the Central Office *Performance Matters* Team
- Resolve technical problems with *Performance Matters*

### **III. Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **A. Education and/or Experience**

Master's Degree or Master's Equivalent in related field required. Must be a tenured employee with satisfactory teaching experience. Experience as a School Test Coordinator preferred.

#### **B. Certificates, Licenses, Registrations**

Current Advanced Professional Maryland State Teaching Certificate.

#### **C. Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, detailed lesson plans, and procedure manuals as directed. Ability to effectively present information and respond to questions from groups of students, administrators and the general public.

#### **D. Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

#### **E. Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **F. Computer Skills**

To perform this job successfully, an individual should have advanced computer skills using spreadsheet, word processing and presentation software, preferably using Microsoft Office products. Knowledge of the Internet and a variety of other software packages is also preferred. Must have good keyboarding and data entry skills. Pursues training and development opportunities to expand job knowledge as requested.

**G. Other Skills and Abilities**

Ability to motivate others to perform well and give performance feedback. Must be able to develop positive collaborative working relationships with teachers, school administrators and district staff. Must be able to demonstrate skills in data analysis.

**H. Other Qualifications**

Must be dependable. Ensures work responsibilities are covered when absent. Arrives to meetings on time. Must be able to work a variety of work schedules to ensure program needs are met. Must have knowledge of state curriculum. Must understand the principles of Dimension of Learning and Performance Assessment.

**IV. Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**V. Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.