

SERIES 200 - ADMINISTRATION

Administrative Team - 230

District Assessment Coordinator Responsibilities (238.1)

Function: The District Assessment Coordinator (DAC) coordinates all local aspects of the Wisconsin Student Assessment System and all district regular education testing programs. The District Assessment Coordinator plans, administrates, and returns all testing materials under the time guidelines established.

Reports to: Superintendent of Schools

General Responsibilities

1. Oversee administration of the district wide and state mandated standardized testing programs.
 - Coordinate distribution and return of test booklets within the district.
 - Count all test booklets and complete original School Header Sheet to be returned with test booklets in Box 1.
 - Pack all test booklets, used and unused.
 - Complete the School/Group list.
 - Seal, count, and number all boxes.
2. Serve as the district contact for communication with the Department of public Instruction on matters related to the Wisconsin Student Assessment System.
3. Update the Superintendent on testing schedules, test results, and also contribute insights into implications of data on school district curriculum and instruction practices.
4. Work with CESA #4 and DPI in gaining appropriate knowledge and insights into testing procedures and policies.
5. Complete all other reasonable activities pertinent to student testing at the discretion of the Superintendent.

Adopted: 1/16/06