



# Assessment Coordinator

## Position Announcement

**Reports To:** Director of Evaluation and Assessment

**Closing:**

Open Until Filled

**Job Type:** Full Time

**Salary Range:**

Starting at \$4,166.67 - \$5,000 (monthly).  
Commensurate with experience.

### ORGANIZATION OVERVIEW

The Colorado Charter School Institute (CSI) is a statewide charter school authorizer whose mission is to foster high-quality public-school choices offered through charter schools, particularly schools that are focused on closing the achievement gap for at-risk students. Governed by a board of nine members appointed by the Governor and Commissioner of Education, CSI currently serves a diverse portfolio of 42 schools across the state of Colorado serving over 20,000 students. CSI is uniquely positioned to serve and promote charter school innovation in communities throughout Colorado and to be a leader in improvements in authorizer practices. CSI aspires to continue growing the quality and quantity of its portfolio of schools in Colorado in response to the need for high quality, innovative charter school options. Our organization is at an extraordinary point of opportunity and is poised to make additional systemic changes that will yield improvements within the portfolio's overall student achievement.

[Visit our website to learn more](#)

**Please note:** Applications will be reviewed as they are received. This position is non-classified and is not subject to appeal rights.

*Language Only for Indeed Postings:* Please be sure to follow the specific instructions on how to apply for this position. Applicants that apply through indeed (rather than sending their resume and cover letter through email) will not be considered.

### POSITION SUMMARY

The Assessment Coordinator is responsible for managing all CSI school state assessments including administration training, management of assessment logistics, technical assistance to schools, student testing accommodations, and test security. This position will collaborate with other departments and stakeholders and communicate with the Colorado Department of Education and various testing contractors. They will also be responsible for creating and providing information, training, and support to school staff on school-selected interim assessments and develop and promote good relations among various stakeholders and school staff.

*Please see below for a complete position description:*

### ESSENTIAL DUTIES AND ROLE-SPECIFIC RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Serve as the District Assessment Coordinator (DAC) to provide oversight for all state assessments and act the liaison with the Colorado Department of Education.
- Coordinate and manage the test administration logistics and processes for all state-required assessments including ordering, distribution, administration troubleshooting, check-in, and packaging/shipping.
- Develop, implement, and update processes and procedures to ensure security for all state-required assessment materials and resources and integrity of the data collection.
- Implement mandated processes for applying appropriate testing accommodations for students with special needs and support training of accommodation documentation in relevant data systems. Coordinate with the Student Service Department as needed.
- Manage the development of training materials and provide training presentations for assessment administration and assessment security processes and procedures.

- Provide training, technical assistance, and monitoring relating to school-selected interim assessments.
- Work with identified schools to monitor academic progress through seasonal analysis of interim assessments and evaluation against school targets and objectives.
- Advise and coach school leadership and school assessment coordinators on policies and procedures for state and interim assessments.
- In coordination with the Data Submissions Coordinator, support schools in completing all assessment-related data collections.
- Monitor and support the administration of assessments required for kindergarten school readiness, the READ Act, and the Colorado Preschool Program. As needed, communicate assessment and reporting information with the Intervention and Early Childhood Program Specialist.
- In coordination with the Gifted Education & Professional Learning Manager, provide support for the universal screener assessment for gifted and talented students.

## DEPARTMENT RESPONSIBILITIES

- Conduct technical training for schools and other users on assessment, accountability, and evaluation processes and procedures.
- Plans, conducts, and reviews aspects of assessment, evaluation, and accountability projects and programs related to specialty area.
- Ensure that all training, technical assistance, and compliance monitoring includes tiered processes and actions based on school performance.
- Provide school performance and operational evaluation for inclusion in the CSI Annual Review of Schools for all managed programs.
- Review proposed and existing legislation for possible impact to assessment data, accountability and evaluation systems, programs and processes.
- Participate in the review of all charter applications as a member of the CSI Review Team.
- Provide operational support for the Director of Evaluation and Assessment.
- In coordination with the Student Services and Data Submissions Team, provide technical assistance and validate programmatic data for state and federal reporting.

## BENEFITS

As an employee of the Colorado Charter School Institute (State of Colorado), you will have access to a variety of benefits to include medical, dental and vision insurance, paid holidays, paid vacation and sick time, flexible scheduling, a work-life balance culture, no-cost life and disability insurance (with additional paid options), Flex Spending and Health Savings Account options, professional development opportunities, wellness offerings, a performance based bonus and membership in Colorado Public Employees' Retirement Association (PERA).

## CSI INCLUSION STATEMENT

As a statewide charter school authorizer, CSI recognizes that autonomy and diversity can drive innovation and improved outcomes, both in our schools and in our organization. We are committed to fostering a diverse and inclusive culture and strive to demonstrate this commitment in our recruitment efforts. We value the unique contributions that result from different perspectives and experiences as they make us stronger. CSI is proud to be an equal opportunity employer and does not discriminate based on gender, race, color, religion or belief, national origin, age, sexual orientation, marital status, disability, or any other protected class.

## WHAT WE ARE LOOKING FOR:

**At a minimum, we are looking for the following:**

- High school diploma, GED, or equivalent.
- Familiarity and experience with Colorado state-required assessments.
- Demonstrated ability to coordinate and manage multiple projects with many stakeholders adhering to strict deadlines.
- Strong time-management and interpersonal skills.
- Detail-oriented with demonstrated ability to follow-through on projects.
- Professional written and verbal communication skills.
- Self-motivated.
- **All final candidates must successfully pass a thorough criminal background check.**

**Ideal candidates will have some, or all, of the following education, skills, and abilities:**

- Associate's or bachelor's degree preferred (5+ years of successful work experience can be substituted for a degree).
- Experience in the coordination of state and district assessments in a K-12 setting.
- Exceptional customer service experience.
- Experience working with charter schools in Colorado.

#### **LOCATION & TRAVEL**

This position may be partially remote for some period due to COVID-19 restrictions but will require full time availability during regular business hours in our Downtown Denver office at 1600 Broadway when restrictions are reduced.

#### **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. The work environment includes a standard office setting. The noise level in the work environment is usually low to moderate.

#### **NOTE**

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. CSI may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

#### **COVID PRECAUTIONS:**

- Remote interview process
- Mostly virtual meetings for the time being
- Social distancing guidelines in place (when in the office)
- Sanitizing, disinfecting, or cleaning procedures in place (at the physical office)

#### **HOW TO APPLY:**

Does our organization and this role sound like a great fit for you? If so, please email your resume and cover letter to [CSIEmployment@csi.state.co.us](mailto:CSIEmployment@csi.state.co.us). The cover letter should detail how your experience meets the minimum experience requirements listed in the above position announcement. **No phone calls, please.**