

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

JOB TITLE:	Coordinator Measurement	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Assessment And Accountability	PAY GRADE:	860
DEPT./SCHOOL:	Assessment & Accountability	DATE REVISED:	11/23/2009

PRIMARY PURPOSE:

To analyze and research student achievement data and provide statistical and psychometric analyses for test development.

QUALIFICATIONS:

Education/Certification:

Master's Degree preferred in Measurement, Evaluation, Statistics, Mathematics, Assessment, Quantitative Methods, Educational Measurements, or closely related field.
Education requirement may be met with qualifying full time work experience.

Special Knowledge/Skills:

- Knowledge and understanding of test measurement
- Working knowledge of IRT applications, item calibration, reliability analysis
- Demonstrated experience in the use of computer applications and statistical Software
- Knowledge of research and evaluation design including appropriate statistical procedures, data analysis, and interpretation of results
- Possess strong oral and written communication skills.

Experience:

Two (2) years of experience in educational measurement, applied statistics, or teaching is preferred. Full time graduate studies in a closely related field could be substituted for experience. Experience or education must include utilizing psychometric methods, statistical procedures, and their applications.

Proven experience in at least one general statistics software program (e.g., SAS, S-Plus, SPSS)

MAJOR RESPONSIBILITIES AND DUTIES:

Plan, implement, manage and monitor all psychometric and technical requirements assuring the veracity of data.

Participate in the design and development of assessments.

Collaborate with curriculum coordinators to support test development with routine psychometric services; suggesting and leading additional research studies to strengthen the program.

Collaborate with content experts to improve and expand current assessments including analysis of items and test data.

Participate in design of internal research and test development processes and/or systems.

Write technical and research reports.

Works with testing vendors to understand proper use of test results and reports.

Develops and implements psychometric training programs for Plano ISD and facilitates standard-setting sessions.

Serves as a resource to the Assessment and Accountability for psychometric issues.

Take the initiative to develop professional skills appropriate to job assignments.

Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

SUPERVISORY RESPONSIBILITIES:

None.

EQUIPMENT USED:

Computer, printer, photocopier, scanner, and fax

WORKING CONDITIONS:

Mental Demands:

Ability to: communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; make recommendations and decisions based on thoughtful analysis of applicable data; accurately process high volume of reading and data analysis; effectively use technology (hardware and software); meet established deadlines; and maintain accurate and auditable records.

Physical Demands/Environmental Factors:

Occasional prolonged and irregular work hours. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting of items up to 50 pounds.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by

Date

Reviewed by

Date
