

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

Project Coordinator I – Assessment and Accountability

POSITION: Project Coordinator I – Assessment and Accountability

REPORTS TO: Assessment and Accountability Officer

LOCATION: Department of Assessment and Accountability

**NATURE OF WORK:**

This is a highly-skilled technical position that emphasizes leadership, planning, organization, and the ability to coordinate multiple projects concurrently. This position performs duties related to the daily operation and management of various projects managed by the Department of Assessment and Accountability (DAA) such as test construction, learning management systems, maintenance of various databases, and analysis of data regarding student records. The work is performed under the general direction of the Assessment and Accountability Officer (AAO).

**ESSENTIAL FUNCTIONS:**

- Oversees all test construction and item upload to the Performance Matters platform and works to build capacity for all schools by providing professional development to multiple stakeholders.
- Provides technical support and troubleshooting of the online learning management system and Performance Matters (for example Schoology).
- Coordinates with the Offices of Assessment and Accountability Officer and the Deputy Superintendent to identify at-risk 9th graders based on longitudinal student performance and culture and climate data.
- Works with the AAO to provide staff with specific leading and lagging data reports from the Performance Matters platform.
- Provides occasional technical support to Programmer Analysts in DAA with regards to various data submissions and reports that are required by the Maryland State Department of Education (MSDE).
- Represents the DAA as the point of contact for online instructors and provides leadership, technical project coordination, consultative services, and liaison with work teams, key stakeholders, and subject matter experts to develop course specifications and build capacity for online instructors throughout the school system.
- Liaisons with the Programmer Analysts in DAA and teachers to resolve help-desk tickets pertaining to Schoology, Performance Matters, and Teacher Access Center (TAC) submissions.
- Liaisons with the Department of Information Technology, the Department of Curriculum and Instruction (DCI), and the Office of the Deputy Superintendent to support the crosswalk of varied other software applications.

**DUTIES AND RESPONSIBILITIES:**

- Diagnoses problems and provides technical support to system users;
- Collaborates with the department to create and provide professional development regarding department initiatives;
- Works with the Programmer Analysts in DAA to provide technical and training support for the Standards-Based Grading across elementary schools.
- Collaborates with Supervisors in DCI for the following:

- o Supports the varied instructional and digital resources and manages the roster integration of resources that are embedded in K-12 curricula;
- o Generates specific student placement/scheduling matrices for coursework based on criteria set forth by content Supervisors, including Academy placements;
- o Coordinates Schoology and Performance Matters training to Instructional Resource Teachers (IRT) and new teachers to the system;
- o Supports specific testing instruments such as the Kindergarten Readiness Assessment (KRA); enView; DIBELS; GATES; Naglieri Nonverbal Ability Test (NNAT) and MYIGIDS ;
- Collaborates with the Department of Informational Technology for the following:
  - o Schoology learning management system; and
  - o Development of technology infrastructure changes and their impact on county curricular resources (e.g., single-sign-on (SSO), login network changes).
- Works with the DCI, the AAO, and the Supervisor of Assessments to provide a review of all local assessments uploaded to the data repository via statistical analyses through established assessment literacy norms and reports embedded in the Performance Matters platform.
- Contributes and assists in the delivery of effective and sustainable training courseware and curriculum for all online coursework.
- Supports the Performance Matters Google Site for employees and builds various professional development resources for staff to access.
- Other duties as assigned.

#### QUALIFICATIONS:

##### Required:

- Bachelor's Degree;
- Current and valid professional State-issued teaching certificate;
- Minimum of three years of teaching experience;
- Fluent in the use of Microsoft Access, Word, and Excel software.
- Demonstrated ability to troubleshoot and take decisive action to resolve issues;
- Excellent human relations and communications skills; and
- Strong written and verbal communication skills.

##### Desirable:

- Knowledge and experience in computer applications for developing and maintaining files using Microsoft Structured Query Language (SQL);
- Knowledge and experience in creating and maintaining Google Suite tools;
- Excellent time management skills and ability to take initiatives and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours;
- Experience in creating coursework in an online learning platform and maintenance of Performance Matters platforms;
- Experience in delivering countywide professional development in educational technology;
- Knowledge of school board and state policies, rules and regulations, and goals and objectives pertaining to student registrations, grading, transcripts, and discipline; and
- A results-oriented, self-starter with a passion for his/her work, a strong desire to continually learn, and a positive upbeat personality who strives to effectively work well with others with a positive professional work ethic.

TERM OF EMPLOYMENT: Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 29.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP