

COORDINATOR OF PORTFOLIO ASSESSMENT

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position in the Circle of Courage Education Center responsible for training staff and students in alternative assessment and evaluation, emphasizing the strengths of the individual student. The incumbent will assist staff in the assessment of students through training and consultation and will assist students to design appropriate assessment and evaluation tools to enable them to most accurately represent the content of their learning and understanding. The coordinator will use existing data to assist in the evaluation of programs. The work is performed under general direction of the Superintendent of Schools. Supervision is exercised over all staff personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed, which could reasonably be expected to be performed by an employee in this title.

1. Oversees all classes in the building;
2. Assists teachers to address challenging behavior through the recognition of appropriate evaluative tools;
3. Assists individual students to evaluate their own work;
4. Designs and implements alternative assessment tools;
5. Attends treatment team meetings;
6. Maintains student-testing records;
7. Trains staff in alternative assessment techniques and practices;
8. Provides recurrent training in alternative assessment;
9. Assists in the development of plans for students.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the philosophy and goals of the Circle of Courage learning center;
Knowledge of the principles of youth development;
Knowledge of special education curriculum for classified children;
Knowledge of alternative assessment techniques and practices;
Knowledge of evaluative tools;
Knowledge of training techniques;
Skill in motivating adults and children;
Ability to organize and coordinate complex and diverse phases of program development initiatives;
Ability to write clear and accurate reports and records;
Ability to establish and maintain successful relationships with youth and their families;
Ability to work effectively with a wide variety of people, including community agencies, professional teaching staff, parents and school officials;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

COORDINATOR OF PORTFOLIO ASSESSMENT (Cont'd)

MINIMUM QUALIFICATIONS:

Five years teaching experience and three years post-graduate administrative or management experience in an educational setting which included experience with alternative student assessment techniques.

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ADOPTED: 09/01/02