Boston Public Schools
Assessment and Operations Coordinator (SY20-21) (00012809-SY2021)

JOB POSTING

Job Details

Title
Assessment and Operations Coordinator (SY20-21)

Posting ID
00012809-SY2021

Description

General Information

JOB TITLE: Assessment and Operations Coordinator
FTE: 1.0

Job Description

REPORTS TO: Director of Research

Boston Public Schools is seeking to fill the position of an Assessment and Operations Coordinator in the Office of Data and Accountability (ODA). This position will be responsible for coordinating assessment operations across several large assessments in the organization, including state summative assessments. These operations include managing logistical components related to any requests for proposals (RFPs) managed by ODA, managing execution of paperwork and procurement pertaining to any contracts managed by the department, coordinating testing procedures to ensure alignment with state testing policies, overseeing the import and entry of assessment information into various data systems including the student information system, managing assessment appeals processes (focusing primarily on the state assessment appeals process), and managing the dissemination of assessment results to families.

RESPONSIBILITIES:

- Lead the MCAS Appeals process with school staff and DESE representatives, ensuring expeditious and complete submission of MCAS appeals.
- Manage the process for distributing MCAS results to schools and families, ensuring results are received in a timely manner and disseminated efficiently and accurately.
- Coordinate administration of the TerraNova assessment for Advanced Work Class (AWC) program invitation, ensuring clear communication of testing procedures, strong adherence to participation expectations, smooth user experience, and proactive troubleshooting related to test administration.
- Execute the process for external MCAS score entry into various data systems in coordination with the Data Governance Manager.
- Coordinate NAEP/TUDA responsibilities with the State Assessment Manager.
- Facilitate the execution of contracts managed by ODA (e.g., P/SAT, Illuminate, Measured Progress, TerraNova).
- Participate in the exam school admissions assessment steering committee to ensure consistent testing practices across the district.
- Work with the Director of Research and Executive Director of Data and Accountability to identify priority areas for assessment operations coordination.

QUALIFICATIONS REQUIRED:

- Current authorization to work in the United States - Candidates must have such authorization by their first day of employment
- Bachelor’s Degree
- Minimum of 1 year of project management or operations management experience, preferably in K–12 education.
- Knowledge of testing practices and assessment related issues.
- Proficiency in Google Suites products.
- Excellent time management skills, experience balancing competing priorities, and prioritizing resources.
- Excellent interpersonal skills, including strong customer service focus.
- Strong problem solving skills.
- Ability to communicate across multiple teams including both internal and external stakeholders.
**TERMS:** Managerial C41  
*This position subject to the City of Boston residency requirement.*

**NOTE:** The Boston Public Schools, in accordance with its nondiscrimination policies, does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, criminal record (inquiries only), disability, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals’ dignity or interferes with their ability to learn or work.

**Shift Type**  
Central Office

**Salary Range**  
1.0 FTE

**Location**  
Central Office - ODA

**Applications Accepted**

Start Date 03/04/2020

End Date 04/04/2020