November 2, 2015

The Quilcene School District is accepting applications for the following position:

.3 FTE Assessment Coordinator – PEARL Program

2015/16 School Year

Submit application: Darlene Apeland, Human Resources/Payroll Specialist
Quilcene School District #48
PO Box 40
Quilcene, WA 98376

Application Procedures: Certificated Application
WSP Form
Letters of Recommendation
Letter of Interest
Resume

Application materials available in the district office or on the school website @ www.quilcene.wednet.edu

Salary: Per placement on the Washington K-12 Salary Allocation Schedule for Certificated Instructional Staff

Benefits: Pro-rated benefits include medical, dental, vision, term life AD&D, and retirement

Closing Date: Until filled

Interview Date: Week of November 16, 2015

Start Date: November 2015

Applicants must pass a background check (fingerprints) through the WSP and FBI. Make sure you complete the WSP form and return it with your application.

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QUILCENE SCHOOL DISTRICT #48 - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Quilcene School District #48 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

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<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Title</th>
<th>Superintendent, Wally F. Liu</th>
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</thead>
<tbody>
<tr>
<td>Phone: (360) 765-3363 Ext. 202</td>
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<tr>
<th>Compliance Coordinator for State Law (RCW 28A.640/28A.642)</th>
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<tr>
<td>Title: Superintendent, Wally F. Liu</td>
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<tr>
<th>Section 504/ADA Coordinator</th>
<th>Title</th>
<th>Principal, Dr. Cary Subhio</th>
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<tr>
<td>Phone: (360) 765-3363 Ext. 206</td>
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<tr>
<th>Civil Rights Compliance Coordinator</th>
<th>Title: HR/Payroll Clerk, Darlene Apeland</th>
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<tr>
<td>Phone: (360) 765-3363 Ext. 256</td>
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Quilcene School District
Job Description
Assessment Coordinator – PEARL Program

Reports to: PEARL Principal
Evaluated By: PEARL Principal
FLSA Status: Certificated, Exempt
FTE: 0.30 Annual
Salary: Base salary per State Salary Schedule; TRI salary per negotiated agreement
Work Schedule: Hours per week may vary depending on workload demands

PEARL SCHOOL DESCRIPTION

PEARL (Partnership for Excellence in Alternative Remote Learning) is a K-8 Alternative Learning School serving approximately 400 students residing Quilcene and throughout Washington State.

The PEARL K-8 program provides an innovative and flexible model that supports the education of a diverse student population. While each student’s learning plan is unique and there is flexibility in determining the content of a student’s course of study, all learning plans must support Washington State Learning Standards. Our teachers help students and parents design a program that allows students to meet requirements at their own pace, which matches their learning styles.

JOB SUMMARY

The PEARL Assessment Coordinator is responsible for the overall leadership of the PEARL K-8 testing and assessment service. Responsibilities include coordinating all assessment activities, including organizing and distributing testing materials, tracking and analyzing data, and preparing reports. The coordinator serves as the point of contact for students and families for all assessment related activities.

ESSENTIAL JOB FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. The employee may perform all or a combination of several of the following duties:

- Identify students for testing and assessments.
- Initiate contact with parents and students regarding testing; provide information to families and follow-up as appropriate.
- Promote the value of assessments and encourage parents to have students participate in state testing.
- Collect and provide materials on test prep questions and testing strategies that could be shared by staff with families.
- Procure materials needed for assessments; troubleshoot issues related to computer-adapted and paper-based tests. Receive, organize, distribute and return testing materials.
- Coordinate all aspects of offsite testing, including but not limited to: identify test locations, ensure availability of facilities and equipment, coordinate payments, arrange for proctors and supervisory staff as needed and manage staff travel and lodging.
- Travel to offsite testing sites and proctor state tests as needed.
- Identify and implement new testing formats, requirements and protocols.
- Develop literature and media for parents and students to promote the value of testing; plan and implement a promotional public relations campaign.
- Analyze data and work with staff in interpretation and use of test results for individual education planning and to help direct instructional focus.
- Maintain/update assessment calendar; contact agencies that provide assessment-related services to the district.
- Establish and maintain positive working relationships that foster efficiency and productivity and promote cooperation with administrators, fellow employees, students, parents and the public.
- Meet deadlines and schedules; work within time constraints; adapt to changing work priorities and work with constant and sustained interruptions.
- Use personal computers, various computer software programs and databases; perform data entry and word processing functions.
- Collect and compile data, perform calculations, prepare a variety of reports and maintain various files and records to provide up-to-date and accurate information.
- Operate a variety of office equipment including but not limited to: telephone, fax machine, postage meter, printer and photocopier.
- Model appropriate professional and cooperative behavior, including protecting confidential information.
- Prepare and submit required state and federal reports.
- Track a variety of deadlines to ensure timely completion and filing of a variety of reports and responses.
- Respond to inquiries from staff, the public, district personnel, outside vendors and parents and students to provide information and/or direction.
- Work independently with a minimum of supervision.
- Attend meetings and trainings as directed.
- Comply with all district policies and procedures.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Washington State Teaching Credential; Elementary or Secondary Education.
- Strong background in math and data analysis.
- Experience with educational assessment practices and procedures preferred.

Skills

- Knowledge of proper English grammar, spelling, and usage in both oral and written communication; ability to compose and format correspondence and to set up and maintain accurate files and records.
- Ability to organize and analyze data and effectively communicate results verbally and in writing.
- Knowledge of math and effective office operations and procedures; skill in record keeping and report preparation; keyboarding and data entry skills required.
- Ability to initiate, organize, set priorities, meet deadlines, attend to detail and follow through on a variety of tasks.
- Ability to draw upon professional experience and be able to create effective solutions to situations and to develop viable recommendations to administration.
- Knowledge of Excel, Word and use of Macintosh Computer.
- Ability to work in an atmosphere where interruptions occur frequently and priorities are often modified using a high degree of flexibility.
- Ability to communicate effectively with others both orally and in writing and to establish and maintain professional, cooperative working relationships with district staff, students, parents and the public.
- Ability to conduct research and respond to inquiries with accurate information.
- Ability to work independently or in a team environment; ability to exercise a high degree of independent judgment and decision making.
- Ability to define priorities, manage time and attend to the immediate without jeopardizing the completion of the important.
- Ability to learn new procedures quickly.
- Ability to understand and complete oral and written instructions.
- Ability to solve problems, analyze issues, create plans of action and reach solutions.
- Ability to maintain confidentiality.
- Ability to lift and/or move up to 50 pounds and be willing and able to abide by safety rules and standards, including safe lifting techniques.
- Ability to stand, walk, lift, bend/stoop, push/pull, handle/finger and reach.
WORK ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to stand and/or work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects up to 50 pounds such as files, boxes, etc. Flow of work and character of duties involves normal mental and visual attention much or all of the time. Concentration and attention to detail for repetitive tasks is required. The employee may deal with distraught or difficult individuals and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

SPECIAL REQUIREMENTS

- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- Must complete QSD Risk Management and Blood borne Pathogens Training upon hire.
- Must be able to work a flexible schedule with varying hours per week, determined by workload demands.
- Must be able to travel offsite as needed.

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