

## **BIG WALNUT LOCAL SCHOOLS**

**TITLE:** District Testing, College/Career Readiness Coordinator

**QUALIFICATIONS:** Master's Degree or higher  
Valid State of Ohio Administrator licensure  
Administrative and experience as a high school counselor preferred  
Strong organizational and communication skills, written and verbal  
Working knowledge of state testing and data analysis

**REPORTS TO:** Director of Academic Achievement

**JOB GOALS:**

- Support district leadership as the point of contact and coordinator of all statewide and standardized assessments across the district
- Collaborate with high school administration, secondary guidance counselors, and district leadership to develop a program to assist students in a successful transition from middle school to high school to post-secondary education/ employment
- Help students and parents understand their choices for successful transitions
- Provide information and direction regarding career and educational services available
- Responsible for the coordination and management of college and career programs, including career technical education and College Credit Plus

**PERFORMANCE RESPONSIBILITIES:**

- Strong desire to see all students succeed
- Oversee implementation and communication of graduation requirements
- Maintain current knowledge and understanding of Ohio Department of Education standards and policy
- Act as liaison to career center counselors and high school counseling staff to assist with promoting programs to students and parents
- Work with Director of Academic Achievement to expand opportunities for students to explore pathways
- Work with Director of Academic Achievement and high school administration to build partnerships with local businesses and education partners
- Maintain liaisons with post-secondary institutions, community businesses, and organizations to build resources and enhance program opportunities for students
- Ability to lead the District vision and build an environment of continuous improvement
- Understand and promote District academic initiatives
- Work with district administrators and guidance staff to develop and coordinate testing schedules
- Supervise distribution and return of all standardized assessments and materials
- Knowledge of the Ohio standards and testing, with the ability to analyze data to develop a plan to increase student achievement
- Strong understanding of research-based best practices
- Other duties as assigned

**TERMS OF EMPLOYMENT:**

- Administrative contract and benefit schedule
- Salary and work schedule to be determined

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel.

(Adoption Date: February 18, 2016)