

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Testing & Assessment/ MARSS Coordinator	Teaching & Learning	Director of Teaching & Learning
<p><b>JOB SUMMARY:</b> Responsible for providing leadership and training for the collection, dissemination, and analysis of student data. Support teachers and administrators in the effective use of data to measure student progress and inform and guide instructional practices.</p> <p>Responsible for coordinating Minnesota Automated Reporting Student System (MARSS), including collection of data for submission to the Department of Education, training and assisting school personnel, and maintenance and gathering of data relating to the MARSS system.</p>		
<p><b>QUALIFICATIONS:</b> Master’s degree in education and/or Minnesota teaching license, and five or more years of teaching experience required. Knowledge of current Minnesota graduation requirements and state exams. Experience with Excel or similar software. Adept with program evaluation. Strong understanding of performance assessment. Proficiency in training and program development for adult learners.</p>		
TASK NO.	WORK YEAR: 210 days	

**Testing & Assessment Coordinator**

- Coordinates and implements the administration of state and district test and assessments
- Works with teachers and administrators to correlate all test data with curriculum and use results to improve instruction
- Train staff on the interpretation of test and assessment data
- Analyze state and district test data and report the results to teachers, administration, school board and community members
- Maintain up-to-date testing data on website and databases
- Attend meetings, workshops and conferences related to testing

**MARSS Coordinator**

- Leads and coordinates Minnesota Automated Reporting Student System (MARSS) including the collection of data for submission to the Department of Education, training and assisting school personnel with MARSS related reporting as needed, and maintenance and gathering of data relating to the MARSS system. May assist with other government reporting as directed
- Attend meetings, workshops and conferences related to MARSS testing

**Other Duties as Assigned**

- Duties as assigned by the Director of Teaching and Learning or the Superintendent

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

---

SUPERVISOR’S APPROVAL

---

DATE

---

COMMITTEE’S APPROVAL

---

DATE