

Summers County Schools
Job Description
Academic Assessment Coordinator

QUALIFICATIONS: Hold a WV Teaching Certificate with the appropriate endorsement in grades K-5 and experience teaching reading in grades K-5. Masters in reading, reading specialist or reading authorization preferred. Proficient in Math assessments and reading diagnostic reporting.

SALARY: \$23.00 per hour

TERM: School Term as needed

JOB RESPONSIBILITIES:

- Conduct Math and/or Reading screenings as contacted by building principals, SAT Coordinator, or the Director of Curriculum and Instruction.
- Communicate with parents and families throughout the assessment and SAT process.
- Write and submit reports in compliance with SAT timelines.
- Maintain professional work habits.
- Perform any other job related duties assigned by the principal, curriculum director, or superintendent.

SALARY: \$23.00/hour

REPORTS TO: Director of Curriculum and Instruction.

DISCRIMINATION PROHIBITED

As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Dr. Linda Knott, Title IX and Section 504 Coordinator, Summers County Board of Education, 116 Main Street, Hinton WV 25951, phone 466-6006; to the State Elimination of Sex Discrimination Project Coordinator, phone 558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, (1-800-421-3481).