



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Tim Vlasak, Director of Federal Programs, K-12 Schools and Assessments
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Date: August 5, 2014
To: KPBSD Principals
From: Tim Vlasak, Director of Federal Programs, K-12 Schools and Assessments
RE: Assessment Coordinators

Please open to all your certified staff members the opportunity to serve as your site's assessment coordinator for the 2014-2015 school year (excluding Title and Migrant funded staff). As principal, you are eligible to do this assignment only after ensuring all your certified staff has declined. Please note that you are responsible for ensuring your school's assessment coordinator is completing all facets of their duties:

- Communicate testing irregularities to the Assessment Department promptly
- Maintain confidentiality of individual student assessment needs and results
- Develop implementation plan for: AMP, English Language Proficiency, Kindergarten Development Profile, Reading CBM, Analytic Writing Assessment, Work Keys/ACT/SAT, SBA Science, and NAEP (as they apply to your site).
- Implementation plans include:
 - Acting as the main point of contact between site and District.
 - Participate in required district training.
 - Distribute and collect security agreements.
 - Arrange, assign, and deliver training at site.
 - Inventory, track, distribute, collect, and control storage of assessments.
 - Maintain documentation of training, and student material sign in/out signature sheets.
 - Ensure proper coding of all assessments.
 - Ensure testing center is secure and free of distractions.

The majority of the assessment coordinator's work will be done after hours. There will be a small amount of training and/or work that will require release time and thus, preparation for a substitute.

Assessment coordinators will receive a stipend (see below) that is based on the school enrollment.

Please send Julie Williams or Deanna Leslie the name of your assessment coordinator by Friday, September 3rd

Stipend Schedule:

School Enrollment	Less than 70	71-160	161-375	More than 375
Stipend Amount	\$200	\$400	\$600	\$800