



PRAIRIE SEEDS ACADEMY

"Molding Future Generations"

JOB DESCRIPTION IT/DISTRICT ASSESSMENT COORDINATOR

ORGANIZATIONAL DESCRIPTION

Prairie Seeds Academy is a K-12 public charter school located in Brooklyn Park, Minnesota. Our teachers and staff work very hard to create and sustain a warm, safe and productive atmosphere for learning. We are committed to the pursuit of providing high-rigor academics along with encouraging our students to be global thinkers and learners. With today's diversity, we want our students to adapt successfully to change, be life-long learners, and care and understand others. We want our students to be prepared for the world so they can become a contributing member of society.

Vision Statement: Our PSA Community members are inspired global thinkers, who will understand the importance of inquiry, lifelong learning, intercultural awareness, respect, and adaptability as they become future leaders.

Mission Statement: Prairie Seeds Academy, in cooperation with families and community, provides leadership in rigorous education to develop inquiring, knowledgeable, and caring citizens who help create a better and more peaceful world through intercultural understanding and respect.

CULTURE OF LEARNING

PSA believes that every scholar has the right to learn, be engaged, and grow in a healthy school environment. PSA must foster a culture of learning that embraces every scholar's strengths to achieve optimal growth and learning. PSA strives to explore ways to strengthen our relationships with our scholars and their families. PSA is committed to building collaborative leadership at an effective capacity among staff, parents and scholars. This is accomplished by changing our behaviors and actions so we can better support our scholars and parents in achieving their academic goals. Employees coming to PSA must share, understand, and implement this culture of learning at all levels of the organization through consistency. By having consistency, we can shift not only the behaviors of our staff, but our students and parents will equally be engaged in the process. PSA seeks individuals who will optimistically and confidently abide by this culture of learning.

The core values that drive PSA's culture of learning are:

1. Aiming for High Academic Achievement
2. Embracing Cultural Pride and Identity
3. Modeling the Way
4. Understanding How Data Drives Decisions
5. Having High Expectations
6. Creating a Social-Emotional Learning Environment

JOB INFORMATION

Job Title:	IT/District Assessment Coordinator
Reports to:	Director of Operations
Hours:	7:15am – 3:40pm, Monday through Friday
Office Location:	6200 W Broadway Ave N. Brooklyn Park, MN 55428
Salary Range:	DOE



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JOB SUMMARY

Under the direction of Thrive Education, a subsidiary of Hmong American Partnership, the Principal and the Director of Operations, the IT/District Assessment Coordinator monitors and maintains computer systems and networks. This person will be responsible for installing and configuring computer systems, diagnosing hardware and software faults and solve technical and application problems. This person will also be responsible for coordinating all state and district testing ensuring testing regulations and protocols are being followed.

JOB FUNCTION

Duties of this job include, but are not limited to:

IT:

1. Chromebook Management
 - a. Manage roll-out process
 - b. Manage calendar check-out process
 - c. Manage damaged/miss process and protocols
2. Staff Technology Management
 - a. Manage replacement process
 - b. Manage support ticket system and turn-a-round time
3. GoGuardian Software Management
 - a. Monitor and block unwanted websites
4. Install, set-up and maintain all of PSA's PC and workstations
5. Maintain all of PSA's servers, switches, routers and internet devices including any new ones to be installed.
6. Maintain cabling infrastructure and pull new cables as needed.
7. Maintain a list of hardware inventory and software licenses for auditing purposes.
8. Maintain phone systems
9. Maintain server and workstations with patches and system updates.
10. Maintain the running of PSA's T1, email server, file server and other servers to the best of their abilities.
11. Assist in the training and development of PSA's website.
12. Installing printers, copiers, fax machines.
13. Assist office staff on ordering toners.
14. Work with vendors/contractors on project based needs.
15. Maintain and upgrade software for MCA and NWEA tests
16. Work with office staff on product and hardware replacements as needed.
17. Provide technology training to staff and school when needed.
18. Manage G-Suite system for staff and students.
19. Manage overall cameras and security systems.

DAC:

20. Coordinates all state and district testing (MCA, WIDA, FastBridge, ACT, NWEA)
21. Manage scheduling and testing calendar.
22. Receives, sorts, counts, packs and ships testing materials throughout the year for the state testing system.
23. Trains test coordinators and administrators in appropriate district and state testing procedures
24. Monitors states testing to ensure all regulations and rules are followed.
25. Investigates and prepares reports for reported test irregularities.
26. Collaborates with SpEd Director on the implementation of the SpEd specific testing.



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27. Coordinates and monitors accommodation requests for all special population students.
28. Facilitates, coordinates and trains staff for online testing.
29. Attends regional training for district testing coordinator to stay abreast of state issues.
30. Keeps CEO/Principal/Education Leaders current on changes within the testing and accountability systems.
31. Coordinates the distribution of any released testing materials available to teachers.
32. Uploads Pearson data files.
33. Manages Pearson Access, DRC, Test Wes and MDE Portal
34. Maintains testing records according to state requirements.

SKILLS/QUALIFICATIONS

1. Degree in IT related field is preferred
2. Have at least 2 years of experience in an urban setting
3. Familiarity with, MCA, NWEA, ACT, FastBridge, DRC and Minnesota State Standards
4. Proficient in computer skills and Google applications
5. Strong interpersonal skills; ability to work across multiple levels
6. Attention to detail while managing multiple tasks
7. Excellent written and verbal communication skills
8. Ability to meet deadlines and hold oneself accountable to meeting deadlines
9. Ability to work independently with minimal supervision, while also being a strong team player
10. Be committed to professional growth and development
11. Serve as a role model for promoting effective citizenship and professionalism
12. Demonstrate respect for children, colleagues, parents and school leadership
13. Believe in and support the vision and mission of PSA

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the content of this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (Print)

Supervisor Name (Print)

Employee Signature

Supervisor Signature

Date

Date