

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Assessment Specialist
Job Family:
Department: Curriculum & PCBL
Typical Work Year: 12 Months

Pay Grade: Managerial/Technical
FLSA Status: Exempt
Prepared/Revised Date: June 12, 2017

SUMMARY: The Assessment Specialist will support the development, quality assurance, and implementation of statewide and local assessments. The Assessment Specialist will plan, coordinate and conduct activities related to required state and district assessment and testing programs; plan, coordinate, design, conduct or oversee research and assessment initiatives aligned to competencies and performance indicators; provide training and support to school based and district personnel to facilitate informed decision-making regarding use of data for the improvement of district programs and school site delivery of instruction and other services provided to students. In addition, the Assessment Specialist will support assessments of English language proficiency and assessments for special populations. The position will work closely with all stakeholder groups including contracted service providers, for the successful delivery of assessments to schools in the district. The position will work with cross-functional team members and facilitate all aspects of the district's work. Clear communication and support between this position and district curriculum and instructional personnel will be critical.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- Supports all aspects of Colorado's online and paper-based Assessment program activities, as well as local assessment program
- Reviews test implementation requirements and specifications, monitors the implementation of test materials, and maintains and reviews online test plans and schedules.
- Assists with developing communication to school districts and parents, and provides customer support to school districts and the general public.
- Edits, reviews, and proofs associated test materials, including administration and training modules and manuals.
- Recommends improvements to the testing process and suggests new testing implementation mechanisms and enhancements.
- Analyzes student and program related data for the purpose of providing information related to student and program achievement in order to evaluate program effectiveness and to provide information needed for strategic planning.
- Ensures compliance with mandated federal, state, and local assessment requirements. Maintains documentation for the purpose of ensuring compliance.
- Participates in developing and monitoring of competency based curriculum and instruction strategies for the purpose of enhancing student achievement and meeting District, state and Federal student achievement standards.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Supports teachers individually and/or in small groups for the purpose of enhancing their understanding of assessment programs and purposes.
- Serve as a trainer and technical resource in, assessment administration and related software systems for processing and reporting results.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

EDUCATION AND TRAINING: Minimum Bachelor's degree in education, computer science, or related field. Familiarity with K-12 assessments, educational products and software, online assessment, and multimedia delivery. Solid understanding of educational content, purpose, and quality standards.

EXPERIENCE: One year of experience in assessment testing, data analysis, test development, educational research or related field preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to communicate, interact and work effectively and cooperatively with co-workers to maintain a positive and professional work climate.
- Communicate effectively both orally and in writing.
- Ability to organize, plan, prioritize, collaborate. Ability to meet schedules and timelines
- Maintain positive working relationships within the department, district, and with all external parties.
- Demonstrate optimism, problem solving, and team involvement.
- Plan, coordinate, design, and conduct activities related to assessment, research, and evaluation.
- Accurately analyze and interpret assessment, research, and evaluation results and provide clear and concise narrative and graphic explanations of data and trends.
- Plan and analyze work to utilize the capabilities of available equipment and software.
- Make accurate mathematical and statistical computations.
- Maintain current knowledge of trends and advances in the field.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Ability to promote and follow Board of Education and District policies, Superintendent policies and building/department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.
- Operating knowledge of and experience with Microsoft Office Suite.
- Operating knowledge of and experience with ten-key adding machine.
- Operating knowledge of current district financial programs preferred; required within 3 months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Curriculum and PCBL
Direct Reports: none

BUDGET AND/OR RESOURCE RESPONSIBILITY: Responsible for assisting the Director of Curriculum and PCBL with assigned budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			

Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date