

**Job Description**

Job Title: **Assessment Specialist**  
 Job Family: **Non-Certified Administrative**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **July 2013**

Job Code: **3043**  
 FLSA Status: **Exempt**  
 Pay Range: **L 9**  
 Work Year: **10 months**

**SUMMARY:** Act as a primary resource person in the District in terms of the interpretation of assessment data, management of data, the use of ‘best practices’ in assessment, and in federal and state expectations from district data and assessments.

**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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Make decisions regarding the meaning of assessment data and its implication for the district, and communicate these to other district personnel through personal contact, phone conversations, and written reports.	D	60%
2. Responsible for assessment databases and their availability through personal management and working with IT department.	D	10%
3. Keep up on the latest in assessment and the uses of assessment data through attending meetings and conferences and through personal research.	M	10%
4. Make decisions and/or guide others in the district in making decisions regarding yearly student progress as it relates to district, state, and federal expectations.	W	10%
5. Train other district personnel in the administration of assessment instruments and in the interpretation of data.	Q	5%
6. Organize and conduct monthly meetings of the assessment team, as applicable.	M	1%
7. Perform other duties as assigned.	D	4%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Masters Degree with work in assessment, statistics, and research required, doctorate preferred.
- Over three years of experience in assessment.
- Over three years of experience in education (teaching, etc.).

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- None required.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of general educational principles, assessment, research design, statistics.
- Knowledge of computer-assisted data analysis tools (SPSS, Excel, SAS).
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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:**

- Personal computer, copy and fax machines.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Language Acquisition Director	5007

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This position has no supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- May initiate a requisition.

**OTHER:**

- Licensure as a teacher or administrator is not mandatory, but helpful. It might be that a person had obtained such in another state, or let such lapse. Re-applying might not be necessary.

**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 Time			
	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 Time			
	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 Time			
	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 Time			
	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			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
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)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	