



POSITION DESCRIPTION

JOB TITLE: Assessment Analyst Job Class: 1020		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Develop school and district level achievement reports that include narrative, tabular and graphic information. Generate graphics and tables for reports electronically.
2. Collaborate with representatives of the Divisions of Bilingual Education and of Exceptional Education and Supportive Services in planning to assess all children; provide appropriate communications to school personnel, including workshops; develop reports on schools progress in including all children in assessment events.
3. Provide technical reports on data utilization by school planning and decision making teams, especially with respect to Title I school wide planning.
4. Provide technical assistance to schools to conduct needs assessments, interpret results of state and district assessments and apply them to improve instruction; process school level surveys and generate appropriate reports.
5. Provide technical assistance to individual schools in selecting and implementing supplementary assessment methods and systems including portfolio assessment.
6. Consult with nonpublic schools to select assessments that meet Title I requirements and make arrangements for efficient data collection, processing and feedback.
7. Collaborate in the study design, data collection and reporting about the use of technology by staff and students in Title I schools.
8. Coordinate evaluation of staff development initiatives by Title I schools.
9. Coordinate MPS and outside contractor's staff development evaluation activities.

10. Provide technical assistance to schools including nonpublic Title I schools in setting up and managing computerized assessment databases.
11. Assist in conducting performance assessment scoring sessions.
12. Use quality control checks and strategies to avoid errors in reports.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Director, Office of Research and Assessment

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Secretary and Teacher Consultant

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Masters degree or higher in curriculum, educational psychology or educational measurement with training in authentic assessment.

Experience Requirements

Three years experience at the elementary, middle or high school level. Three years experience in assessment and computerized data management.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.