



POSITION DESCRIPTION

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| JOB TITLE: Assessment Specialist Job Class: 1026 | | |
| DATE | DEPARTMENT OR SCHOOL Research & Assessment | DIVISION |
| BARGAINING UNIT: ASC | | FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt |
| Pay Schedule: | Pay Range: | Management Approval: |
| <p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Implement the District's balanced assessment system. Promote the use of various assessment methods as they apply to teaching and learning as well as curricular and program evaluation.</p> | | |

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. Coordinate the ordering, delivery, distribution and storage of test materials for the large scale, standardized assessments in the District.
2. Work collaboratively with Special Services and Bilingual Education to develop guidelines for accommodations and/or translations to facilitate inclusion of students with special needs and English language learners in the assessment process. Collaborate with content specialists to design and deliver professional development on using results from assessments to inform instruction.
3. Provide technical assistance to school and central service administrators, teachers, guidance counselors on assessment/measurement issues and appropriate uses/interpretation of assessment results.
4. Coordinate and plan data retreats for low performing schools with various departments and divisions.
5. Actively supports the MPS Strategic Plan.
6. Performs other duties as assigned.

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

Weekly assignments are given by the Assessment Manager. There is considerable change from day to day, but the change is usually within some expected bounds.

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.

Indirectly supervises the work of the Communications Assistant who will assist in various projects.

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.)

Minimum of Master's degree in Education or highly related field. Teaching license and classroom experience is preferred.

Experience Requirements

Minimum of three years experience in a educational environment. Requires extensive knowledge of MPS and the State of Wisconsin assessment programs. Must possess a thorough understanding of various forms of assessment and their contribution to the instructional process.

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.

Position requires the ability to work under time deadlines in an environment where frequent distractions prevail. Some evening and weekend work may be required to ensure timely completion of reports and to provide assistance to schools.

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 and 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.