



POSITION DESCRIPTION

JOB TITLE: Assessment Manager Job Class: 1225		
DATE	DEPARTMENT OR SCHOOL	DIVISION Assessment and Accountability
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	EEO Category:
POSITION SUMMARY: Assume leadership role for large scale assessment in the District. Manage all aspects of the District's assessment system and ensure alignment of assessment policy with federal and state regulations and district policies related to promotion and school wide accountability.		

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) 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. Manage all aspects of the Districts assessment system including federal, state and local standardized assessments and coordination of classroom based assessments including the District adopted early childhood diagnostic literacy assessment and writing performance assessments with specialists in the Division of Teaching and Learning.
2. Coordinate the District's assessment plans with non-publics as applicable under ESEA.
3. Develop, interpret and communicate district policy and procedures on assessment, student promotion and school wide accountability in collaboration with MPS staff, school councils and community organizations.
4. Interface with all levels of District staff to facilitate improvements in teaching and learning by promoting the alignment of all District wide assessments to the standards, curriculum and delivery of instruction in the District.
5. Develop a preliminary budget for the Assessment function of the Division and ensure expenditures are appropriate and do not exceed budgeted amounts.
6. Actively supports the MPS Strategic Plan.
7. Perform other duties as assigned.

<p>SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)</p> <p>Assignments are given less than once per week by the Director of Assessment and Accountability. There is relatively little routine work; there is considerable opportunity for improving methods and the necessity to make decisions.</p>
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SUPERVISION EXERCISED:

Assessment Specialist, Communications Assistant and Secretary.

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:

Minimum of a Master's Degree in Education or highly related field required. Additional considerable formal education, teaching license and classroom experience preferred.

Experience Requirements:

Minimum of five years experience working in an urban educational environment. Two years experience managing large scale assessment programs. Extensive knowledge of MPS and state of Wisconsin assessment programs and a thorough understanding of various forms of assessment and their contribution to the instructional process. Be sensitive to confidential information and an ability to effectively communicate both orally and in writing with a variety of customers.

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.

APPROVALS:

Supervisor _____ Title _____ Date _____

Compensation Services Manager _____ Date _____

