POSITION DESCRIPTION

TITLE: Assessment Specialist
LOCATION: Administrative Service Center
REPORTS TO: Director of Instructional Development
DEPARTMENT: K-12 Assessment

SUMMARY STATEMENT:
Under the general supervision of the Director of Instructional Development, the Assessment Specialist will serve as the District Assessment Coordinator (DAC), providing general oversight for all required state testing activities. This position will provide regular updates to the Director of Instruction Development.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and outside vendors in person, by telephone, via e-mail, and in writing.
2. Operate the computer.
3. Coordinate the administration of all state testing.
4. Write and coordinate procedures for the Assessment Department and district, including auditing records to verify compliance to policies and procedures.
5. Keep current on District assessment policies and procedures, State testing regulations, and technology governing assessments. Specifically with the following state assessments; Smarter Balanced, Washington Comprehensive Assessment of Science (WCAS), Washington Access to Instruction and Measurement (WA-AIM), Off-Grade Level Graduation Alternatives, English Language Proficiency Assessment for the 21st Century (ELPA 21 and ELPA Screener), World-Class Instructional Design and Assessment Alternate (WIDA ACCESS for ELLs) and Washington Kindergarten Inventory of Developing Skills (WaKIDS).
6. Create and implement a district/school security plan and create training materials for principals, school coordinators and test administrators.
7. Facilitate coordinators’ meetings and train school test coordinators and administrators in appropriate state testing procedures and security policies. Approve testing schedules, training plans and administrative procedures for each school building. Act as a resource person for the District.
8. Serve as the liaison between OSPI and the District regarding assessment issues.
9. Order and distribute test materials district-wide and ensure security. Ensure timely collection, packing and shipping of all test materials for scoring.
10. Collaborate with SPED and ELL Departments to ensure necessary testing accommodations are provided to students in Special Education and students who are English Language Learners.
11. Collaborate with IT Department to ensure that computers used for the administration of online test are appropriately configured.
12. Monitor state testing activities to ensure all regulations and rules are followed. Investigate and report test irregularities and security breaches. Notify District Administration of all reportable offenses and refer any test-related acts of unprofessional conduct to District Administration for investigation and possible referral to HR.
13. Process, track and approve requests for Assessment Graduation Alternatives. Coordinate with HS Counselors and staff to determine student eligibility for Assessment graduation alternatives.
14. Create and maintain an accurate assessment Graduation Status Report and update students’ edu milestones in the student information system to update transcripts and document progress towards meeting assessment graduation requirements.
15. Import/Export assessment and student data into and out of the Student Information System as necessary to update student test scores and transcripts, provide reports, spreadsheets, and other deliverables as necessary for assessment projects or reporting needs.
16. Coordinate with district staff to ensure timely and accurate transmission of student test results.
17. Set up and facilitate assessment viewing sessions for parents/guardians that wish to view their child’s test.
18. Attend occasional Assessment Network meetings at ESD 112 and in Seattle to collaborate with assessment directors from across the region to and get updates from OSPI staff.
**OTHER RESPONSIBILITIES:**
1. Perform other related duties as assigned.
2. Travel from location to location, including outside District, to accomplish tasks as needed.

**PHYSICAL DEMANDS REQUIRED:**
- Speaking (66-100%)
- Hearing (66-100%)
- Vision (66-100%)
- Standing (66-100%)
- Sitting (66-100%)
- Lifting/Carrying Up to 50 lbs. (33-66%)
- Pushing/Pulling (33-66%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Acceptable Attendance
- Writing (86-100%)

**MENTAL DEMANDS REQUIRED:**
- Reading Documents (66-100%)
- Verbal Communication (66-100%)
- Written Communication (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Customer Contact (66-100%)
- Detailed Work (66-100%)
- Constant Interruptions (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**
- IBM/PC (clone), telephone, typewriter, 10-key calculator, document scanner, multiple software packages, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
(Testing may be required)
1. Keyboarding of 50 wpm.
2. A minimum of two years of education/experience in a data processing environment.
3. A minimum of five years of experience with Smarter Balanced administration preferred.
4. Two years of experience with school district student records preferred.
5. Must possess a working knowledge of generally accepted assessment protocols, methods, and techniques.
6. Must possess a working knowledge of generally accepted project coordination methods and techniques.
7. Working knowledge of generally accepted computer database and software functions.
8. Working knowledge and experience with Skyward preferred.
9. Demonstrated ability to perform on the computer, using a Windows environment, including Word, Excel, and familiarity with the Internet/WWW.
10. Demonstrated ability to communicate effectively with students, staff, and the general public.
11. Demonstrated ability to handle multiple priorities at one time.
12. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
13. Demonstrated training skills.
14. Demonstrated organizational skills and a commitment to follow through.
15. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
16. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
17. Must possess personal characteristics of flexibility, cooperativeness, and confidentiality.
18. Demonstrated ability to work independently with a minimum of supervision.
19. Ability and willingness to travel to the Seattle area and from District site to District site.
20. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

**Notice of Nondiscrimination:**
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Vancouver, WA 98668-8910</td>
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<td>Telephone: (360) 604-4010</td>
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260-261  Days Per Year (Includes Holidays)
8  Hrs. Per Day

PSE: _______________________________  Date: ________________

District: _______________________________  Date: ________________

New
Revised Date: 09/04/2019
Classification: Professional Technicians - Office Clerical
Class: Class III
Display on Web? Yes

Assessment Specialist