

**POSITION TITLE:** Instructional Assessment Analyst

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university in a related field. Master's degree is preferred. Experience with assessment programs that meet state and local regulations preferred. Experience with analyzing large quantities of data in order to recommend changes to assessments and teaching processes that will enhance and/or improve results preferred. Must be able to organize, interpret and present statistical data in a manner that is professional and appropriate to users' skill set and needs. Must be able to communicate and work effectively and cooperatively with teachers, staff, school administrators and the community. Knowledgeable of and skills in operating a personal computer and in utilizing email, spreadsheets, database software and other online software programs used in assessments. Must have excellent organizational skills. Experience providing training in data driven instruction.

**PERFORMANCE EXPECTATIONS:** Oversees the district assessment programs and makes recommendations to administrators to ensure full compliance with local, state and national regulations. Serves as the School Test Coordinator (STC) for all state assessment programs in cooperation with the Manager of Data & Testing. Coordinates and implements school-level testing procedures and protocols for national and state testing, and for local testing as applicable. Conducts procedural training for all school test examiners and proctors. Counts, distributes, collects, and packages test materials. Reports any testing irregularities. Maintains security of testing materials while materials are in the school building. Maintains records of student SOL scores for tracking purposes (including substitute tests). Prepares all necessary materials orders for testing. Oversees the dissemination of test results to students, parents, and school staff. Coordinates alternative and alternate assessment programs. Collaborates with counselors, teachers and other school personnel to ensure assessment opportunities are maximized, and accommodations are implemented in accordance with individualized education plans, and retakes are administered as appropriate. Coordinates summer testing programs during summer school sessions. Reviews and analyzes assessment administration procedures to ensure fidelity and security is maintained. Assists school personnel and parents with the interpretation of assessment data and results. Recommends actions to enhance and improve assessment results and any changes to the instruments and procedures. Analyzes assessment data with school leaders and teachers to determine next steps for instruction. Serves as liaison with Assessment Literacy and Research department for dissemination of data. Attends, as necessary and appropriate, training sessions and site meetings related to assigned responsibilities. Ensures accuracy and completeness of student score reports and submits needed corrections in a timely manner. Responds to information requests in a cooperative, courteous and timely manner. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Coordinates the assessment programs for the school district. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Principal and Director of Assessment Literacy and Research

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 121

**LENGTH OF CONTRACT:** 216 Days (11 months)

**FLSA:** Exempt