
ST. JOSEPH

SCHOOL DISTRICT

Position Title: Advisor for Assessment

Qualifications:

Required: Four (4) year degree. Knowledge of best practices in assessment and data teams. Excellent written and verbal communication skills. Proven organization, leadership & management skills. Ability to lift 40 lbs. to chest height periodically. Proficient in Excel and data management skills.

Preferred: Masters degree or above in educational administration or related field. Experience in K-12 Education.

FLSA: Exempt

Salary Schedule: Per Approved Salary Schedule

Direct Report: Director of Assessment, Program Evaluation and Professional Development

Terms of Employment: 9 Month

Eligible for emergency telework: With Supervisor approval

Purpose: Through a targeted approach to continuous improvement, help teachers and instructional leaders better use data and assessment results to improve curriculum and instruction so students are engaged in meaningful learning experiences for improved college and career readiness for each student.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- To “telework” when requested by the District.
- Facilitate the development of curriculum-embedded assessments.
- Coordinate district-wide common assessments.
- Support teachers in the development of classroom assessments.
- Manage and provide support for online assessment systems.
- Develop and distribute an assessment newsletter.
- Develop and present reports for assessments and surveys.
- Coordinate the administration of district standardized assessments.
- Coordinate the administration of district-wide formative assessments.
- Coordinate grading and reporting protocol and practices.
- Provide professional development regarding classroom assessment, data teams, and other areas as needed.
- Other assigned duties.

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Other Performance Responsibilities:

- Monitor and ensure that all needed documents and data have been submitted.
- Maintain, order, and inventory appropriate departmental supplies including testing materials.
- Schedule meetings and collaborate with other central office assistants.
- Data entry and filing.
- Receive ongoing training training from Assessment Specialist.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.