



**ADULT SCHOOL
ASSESSMENT AND ACCOUNTABILITY
RESOURCE TEACHER**

Board Adoption Date: 08/21/24

BRIEF DESCRIPTION OF POSITION

Under the supervision of the Adult School Principal or designee, the Adult School Assessment & Accountability Resource Teacher provides High School Equivalency, Comprehensive Adult Student Assessment System, and other testing services to students and clients; maintains data collected to assess students' needs and progress and to meet Workforce Innovation and Opportunity Act and California Adult Education Program reporting requirements; provides information and assistance to the public regarding Adult School programs; performs a variety of clerical tasks and related work as assigned. The Adult School Assessment & Accountability Resource Teacher exercises independent judgment within the framework of the established policies and procedures of the Adult School. This position performs a variety of specialized functions in support of Adult School programs and requires extensive public interaction regarding assigned program areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administers High School Equivalency and other testing services to students and community members.
2. Collaborates with testing agencies and district technology to ensure the proper functioning of software applications during the delivery of tests.
3. Administers Comprehensive Adult Student Assessment System pre and post e-tests for current and potential students to ensure accurate student placement and ensures that students have paired tests.
4. Collaborates with off sites to provide Comprehensive Adult Student Assessment System and other assessment services.
5. Regularly monitors data integrity of Comprehensive Adult Student Assessment System, California Adult Education Program, and other data and collaborates with staff and administration to ensure data is accurate and complete
6. Collects, analyzes, and reports relevant data about student learning and suggests program improvements based on the analysis; regularly provides Comprehensive Adult Student Assessment System and other reports to teachers and staff and provides training to better interpret reports that support informed instructional classroom practices.
7. Transfers/imports/exports data into or between systems such as ASAP and TopsPRO and sets up sites, classes and programs as needed.
8. Assists administration in ensuring that required data and reports are submitted to the State on time, and in overseeing compliance with Federal, State, and District accountability mandates for adult education programs.
9. Researches and trains in the latest technology as it relates to the ability to track student information and communicate information to teachers and staff.
10. Performs other related duties as assigned including technology assistance to students and teachers.
11. Assess student listening, oral and written competencies for proper course placement.
12. Trains and provides work direction to testing team members.
13. Ensures off-sites are provided with enrollment and testing support for students.
14. Supports registrar with student enrollment and evaluates all forms for proper data collection.

REQUIREMENTS

- WORK YEAR:** 175 Work Days, OAS 12 Month 175 Calendar, (Split Shift) Monday to Thursday, 8:30 AM to 12:30 PM and 3:30 - 8:30 PM, Friday, 8:30 AM -12:30 PM
- CREDENTIAL:** Valid California Teaching Credential
- EXPERIENCE:** Familiarity with test administration, database systems, and data management (required); Knowledge of adult education data systems such as TOPSpro Enterprise and ASAP (preferred); Experience administering GED,[®] HiSET,[®] and Citizenship examinations (preferred); Teaching experience (preferred)
- OTHER:** Bilingual/bi-literate in Spanish (preferred)
Frequent district-wide traveling from site to site to administer and deliver tests (required).
- SALARY:** Certificated Adult Education Teacher Hourly Salary Schedule
- BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance