



Job Title: Assessment & Accountability Specialist **Wage/Hour Status:** Exempt

Reports To: Research, Assessment,
& Accountability Director **Pay Grade:**

Dept. /School: Administration **Date Revised:** 5/11/2011

Primary Purpose:

Provide support for all state and locally-mandated testing and accountability functions.

Qualifications:

Education/Certification:

Master's degree
Administration certification

Special Knowledge/Skills:

Knowledge of state and federal school accountability systems
Extensive knowledge of the state testing program
Expertise in SPSS, Excel, Crystal Reports, AEIS IT, web reporting or other related software
Expertise in preparing reports requiring technical precision, accuracy, readability, and editorial correctness
Ability to manage and coordinate all online testing activities including TELPAS, TAKS-Alt, EOC, and state field tests
Advanced training in data analysis, interpretation, and reporting

Experience:

Demonstrated leadership abilities
Extensive experience in the use of computer applications, including spreadsheets, databases, and graphical systems to prepare reports that effectively inform instruction
Demonstrated experience in data analysis and interpretation
Proven success in conducting staff development and other training activities

Major Responsibilities and Duties:

1. Assist with the administration of state-mandated testing (TAKS, TAKS-A, LAT, TAKS-ALT, TELPAS, & EOC)
2. Administration of locally developed and standardized testing (i.e., benchmarks, ITBS, and *Aprenda*)
3. Assist in the ordering, receiving, and distributing of assessment materials
4. Participate in the design and implementation of web-based reporting programs and keep the departmental website current with all assessment & accountability-related information needed by staff, parents, and students

5. Assist with the review and support of external research studies
6. Assist with all data analysis and reporting functions
7. Other duties as assigned by the Director.

Other:

This position is a 187-day contract. Days worked will be flexible depending on district and departmental needs.

Supervisory Responsibilities:

None

Equipment Used:

Standard office equipment

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress.

Move and pack boxes (~25 lbs.)

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.