

# **SCHOOL DISTRICT OF OKEECHOBEE COUNTY**

## **ASSESSMENT SPECIALIST**

### **JOB DESCRIPTION**

#### **QUALIFICATIONS:**

- (1) Bachelor's degree in Education or a related field from an accredited educational institution, Master's preferred
- (2) Previous classroom teaching experience preferred.
- (3) Previous experience administering State and Local assessments preferred.
- (3) Satisfactory criminal background check and drug screening.
- (4) Ability to perform the essential functions of the position.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to read, interpret, and follow State Board of Education rules, Code of Ethics, School Board policies, and appropriate state and federal statutes. Knowledge and understanding of human development and the unique needs and characteristics of students served. Knowledge and understanding of assessments and testing principles, programs, and protocols. Knowledge of tests and measurement theory. Knowledge of high school graduation requirements, state scholarship programs, financial aid, military, and career programs. Knowledge of exceptional education procedures. Ability to administer student assessment and evaluation instruments. Ability to analyze and use data. Ability to communicate orally and in writing, with parents, school personnel and the public. Ability to maintain confidentiality. Ability to maintain sensitivity to multicultural issues. Ability to use a computer. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

#### **REPORTS TO:**

Principal or designee

#### **JOB GOAL**

To provide students with educational, personal, and vocational counseling and to identify and coordinate all available resources to empower students to reach full potential.

#### **SUPERVISES:**

N/A

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Planning/Preparation**

- \* (1) Monitoring student achievement through the use of quarterly milestone and other formative data.
- \* (2) Coordinate with Guidance and Administration to establish short- and long-range plans or assessments based on student needs as well as school, district, and state priorities.

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- \* (3) Communicate goals and services of the assessment programs to school administration, staff, students, and parents.
- \* (4) Coordinate with Guidance and Administration to establish priorities and an implementation schedule for all state and local assessments.
- \* (5) Assist in registration of students for the appropriate assessments.

### **Administrative/Management**

- \* (6) Establish an environment for an effective assessment program.
- \* (7) Establish and follow procedures for assessments in accordance with school, district, and state laws, rules, and policies.
- \* (8) Maintain student records according to established guidelines.
- \* (9) Use technology resources effectively.

### **Assessment/Evaluation**

- \* (10) Demonstrate knowledge of theories, techniques, and instruments used for assessments.
- \* (11) Assist with the administration of tests and screening instruments, interpret scores, and communicate results.
- \* (12) Explain nature and purpose of assessment in an understandable manner, including its uses and limitations, and provide feedback to appropriate individuals.
- \* (13) Exercise confidentiality in the sharing of test results.
- \* (14) Use relevant assessment data to make recommendations to students, parents, teachers, and other professionals.
- \* (15) Evaluate the assessment program objectives using feedback from students, parents, and staff through school improvement activities and climate surveys.

### **Intervention/Direct Services**

- \* (16) Recognize, appreciate, and serve the cultural differences and special needs of individuals and families.
- \* (17) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.
- \* (18) Provide counseling regarding the assessments necessary to meet students' personal goals, including follow-up services as appropriate.
- \* (19) Orient new students and their parents and assist students in identifying the assessments necessary for moving from grade to grade or for graduation.

### **Technology**

- \* (20) Use appropriate technology for various assessment platforms.
- \* (21) Facilitate student access to the use of electronic resources in assessment situations.
- \* (22) Explore and evaluate new technologies and their educational impact.
- \* (23) Use technology to review student assessment data.
- \* (24) Use technology for administrative tasks.

### **Collaboration**

- \* (25) Consult with students, parents, teachers, and other school staff to assist in meeting the assessment needs of students.
- \* (26) Work effectively with parents.
- \* (27) Serve as advocate for students.
- \* (28) Participate in multidisciplinary conferences concerning individual cases of special need, including academic, social, cultural, emotional, and economic.

### **Staff Development**

- \* (29) Develop and implement an annual Professional Development Plan in accordance with district and state requirements.
- \* (30) Provide information to and/or inservice for teachers, administrators, and other school staff.

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- \*(31) Keep abreast of current trends in assessment.
- \*(32) Participate in meetings, training sessions, and other activities for improvement of professional knowledge and skills.
- \*(33) Participate in school data collection of teacher input on principal's performance assessment program.

### Professional Responsibilities

- \*(34) Maintain professional and ethical standards as outlined by the American School Counselor Association and The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- \*(35) Prepare all required reports and maintain all appropriate records.
- \*(36) Use positive interpersonal skills to encourage cooperative efforts between staff, students, families, and the community.
- \*(37) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(38) Ensure adherence to good safety standards.

### Student Growth and Achievement

- \*(39) Ensure that student growth and achievement are continuous and appropriate schoolwide.
- \*(40) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
- \*(41) Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure in accordance with School Board Policy 5.36.

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### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: May 9, 2017