



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Assessment Specialist**

Position Type: Classified	Department: Curriculum, Instruction & Assessment
Salary Schedule: Classified	Reports to: Deputy Superintendent of Curriculum, Instruction & Assessment
Salary Range: 27	
Term of Employment: 12 months	Date: June 29, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

The Assessment Specialist will provide ongoing support for assessment activities, assist with the analysis of assessment methods and results and report such results to both internal and external stakeholders. Contributes to the efficient operation of student assessment programs.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- DVUSDs District Achievement Test Coordinator and liaison for the Arizona Department of Education
- Acts as the DVUSD liaison with the Arizona State Department of Education for the purpose of ensuring compliance with state mandated testing requirements and provisions of federal and state legislation.
- Attends ADE meetings related to administration of AzMERIT, AIMS, AIMS-A, MSA, AZELLA, NAEP, TIMMS, etc.
- Takes the lead role to ensure all operational details of AzMERIT, AIMS & NAEP Testing.
- Conducts District & School level training activities for the purpose of compliance, test security and knowledge of testing practices and platforms (AzMERIT, AIMS, AZELLA).
- Arranges for receipt and return of all AzMERIT, AIMS, AZELLA materials.
- Establishes and maintains security of all secured testing materials.
- Responsible for ordering, managing and delivering all testing materials to schools.

- Provides real-time support via phone and email to all schools during the testing windows (9 weeks per year).
- Works with DAOI and IS&T to compile student level data and manage the TIDE platform for AzMERIT Fall and Spring testing.
- Must create, submit and track all testing incidents and improprieties directly to state testing coordinator.
- Must be fluent in all platforms of the AzMERIT portal and Pearson Access.
- Supports Student Support Services personnel in AIMS-A & MSA related administration and distribution of materials.
- SchoolCity Program Manager
- Inputs and retrieves assessment data as needed.
- Assists in the accurate identification and monitoring of students participating in the State and District program assessments.
- Communicates with the Deputy Superintendent of Curriculum regarding problems, solutions and laws governing State and District assessments
- Communicates and works closely with Data Analysis & Organizational Improvement Department.
- Supports ordering, disbursement and collection of DIBELS materials.
- Supports Gifted Services assessment cycles.
- Types and revises assessments as needed, including:
 - Newly created assessments aligned to AZCCRS
- Maintains District testing calendars.
- Maintains current PDF versions of middle and high school finals for ordering from Graphics Communications.
- Communicates testing time frames and ordering deadlines with administrators.
- Arranges for delivery, pick up and storage of Spring and Fall high school assessments.
- Electronically assigns tests to teachers at all schools, K-12, with proper dates for Math, Science, ELA, Social Studies, World Language, etc.
- Is responsible for taking all teacher and administrator calls and emails for the SchoolCity help desk.
 - Trouble-shoots and problem-solves any difficulties and/or challenges
- Communicates with SchoolCity.
- Communicates with IS&T.
- Organizes tests for homebound teachers on a weekly basis.
- SRI License management for reading assessment.
- Oversees the Classroom Walkthrough Tool (CWT).

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others..
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply and divide in all unites of measure using whole number, common fractions and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Demonstrates the ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED)
- One to three months related experience and/or training
- Equivalent combination of education and experience
- Records management experience preferred.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually quiet.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.