



JOB TITLE	DEPARTMENT	REPORTS TO
Evaluation and Test Development Specialist	Testing & Evaluation	Executive Director of Assessment & Accountability

Position No: 77131	Length of Work Year: 12 Months
Salary Schedule: VUU	Date Approved: 4/26/05
FSLA: Exempt	Date Revised:

JOB GOAL
To assist in the advance and improvement of student test scores districtwide through statistical analysis.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's degree with specialization related to educational research, measurement and planning. 2. Minimum of three (3) years successful experience as a teacher or school administrator. 3. Demonstrated evidence of logical and rational expression in written communications and reports. 4. Demonstrated knowledge of successful procedures involved in developing grants. 5. Successful experience in the utilization and application of statistical analysis. 6. Successful experience in program evaluation, research and evaluation design. 7. Ability to perform the function of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To develop, design and implement surveys and questionnaires. 2. To interpret item analyses and content analysis of aggregate and disaggregated test data. 3. To perform and interpret valid statistical analysis related to student test performance and influential factors. 4. To work with school and district administrators in evaluating overall and individual school programs. 5. To develop research and evaluation designs related to student performance and program efficiency. 6. To prepare charts, tables, graphs and other data for use in departmental reports and presentations. 7. To develop grant proposals for programs to improve, enrich and enhance student performance. 8. To perform assigned tasks in a timely and efficient manner. 9. To perform assigned tasks to a high standard of quality. 10. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:
Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.