



JOB TITLE	DEPARTMENT	REPORTS TO
School Assessment Specialist	School Based	Principal

Position No: 63012	Length of Work Year: 10 Months
Salary Schedule: IN10	Date Approved: 1/27/15
FSLA: Exempt	Date Revised: 2/3/15; 8/19/16; 8/27/16; 11/29/16; 7/25/19; 6/25/22

JOB GOAL
The School Assessment Specialist is responsible for coordinating and managing the school-based testing programs including implementation and administration of statewide and local assessments.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Minimum of a Bachelor's degree or higher from an accredited university. 2. Valid Florida Professional Teaching Certificate. 3. Ability to perform the functions of the position.

KNOWLEDGE SKILLS AND ABILITIES
<ol style="list-style-type: none"> 1. Strong organization, communication, and interpersonal skills. 2. Knowledge of measurement, types/purposes of assessments. 3. Ability to interpret test results to various audiences. 4. Thorough knowledge of rules and regulations regarding the administration of standardized tests and the related requirements of Florida Department of Education.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Coordinates all aspects of the School's Test Administration Program for Local, State, and National tests with collaboration with school administrator. 2. Develops and implements the school's computer-based testing plan to meet federal, state, and local assessment requirements. 3. Plans and conducts training workshops on the administration of tests, test security, utilization of results and ethical requirements. 4. Consults with District and School personnel on selection, administration, scoring, and interpretation of standardized tests. 5. Monitors student achievement and contribute to the MTSS processes on the campus. 6. Assists with data analysis plans and the dissemination of related information. 7. Develops testing schedule. 8. Takes responsibility for the security of all tests, and maintains all testing records both current and historical. 10. Analyzes test results, prepares reports, maintains longitudinal student achievement data, and provides other information as necessary to assist school staff and others in the documentation of student learning gains. 11. Performs assigned tasks in a timely and efficient manner. 12. Performs assigned tasks with a high standard of quality. 13. Performs other duties as assigned by the Principal.

PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.