

# Assessment and Data Specialist

## Job Description



**Job Title:** Assessment and Data Specialist  
(Campus Testing Coordinator)

**FSLA:** Exempt

**Reports to:** Principal and Director of Testing

**Pay Grade:** Teacher Scale

**Dept./School:** Assigned Campuses

**Calendar Days:** 200

**Contract:** Probationary/Term

**Revised:** 4.8.2024

### Primary Purpose

Implement state and federally mandated student assessment programs for the district. Ensure security and integrity of testing materials and data in accordance with state and federal requirements.

### Qualifications

#### Education/Certification:

- General qualifications of a teacher

#### Special Knowledge/Skills:

- Knowledge of the state testing program and accountability system
- Ability to use student test data systems
- Ability to perform statistical analysis
- Ability to use personal computer and software programs to collect, report, and present data and test-related information
- Ability to develop and deliver training to adult learners
- Excellent organizational, communication, and interpersonal skills
- Ability to manage testing programs at two campuses (Elementary only)

### Major Responsibilities and Duties

#### Testing

1. Implement procedures for ensuring security and confidentiality of state-mandated testing programs and other assessments. Direct and oversee test implementation and monitor testing activities to ensure that procedures are followed and deadlines met
2. Provide timely support for testing administrators
3. Consult with staff to provide appropriate testing accommodation for Emergent Bilingual (EB) students and students receiving special services
4. Identify, investigate, and address testing irregularities. Report discrepancies and disciplinary actions taken against students as required

#### Analysis and Collaboration

5. Develop and distribute statistical studies, analysis, and evaluation reports as required
6. Serve as a resource person for the needs of students identified as at risk of dropping out based on assessment results and students/parents needing explanation of state assessment scores

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7. Work with instructional teams to analyze test data and develop student achievement goals and objectives
8. Consult with district staff to develop, administer, and interpret assessment guidelines and procedures. Assist in planning, developing and implementing staff development to disseminate this information

### Recordkeeping, Reporting, and Inventory

9. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines
10. Complete evaluation and compliance reports as required by federal and state programs
11. Order, track and monitor location of test materials throughout the distribution, return, and storage process
12. Compile, maintain, file, and secure all reports, records, and other required documents

### Professional Growth and Development

13. Participate in appropriate conferences and staff development activities to improve job-related skills
14. Attend and participate in faculty meetings and serve on staff committees as required
15. Actively pursue a long-range program of professional growth; continually seeking self-improvement

### Other

16. Perform other duties as assigned by the building principal

#### Evaluation

The Assessment & Data Specialist's evaluation is a responsibility resting with the campus principal. An evaluation shall be completed in writing at least once during the course of each school year

#### Work Environment

None

#### Supervisory Responsibilities

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.