

TITLE: Assistant to Director - Research Assessment

DEPARTMENT: Teaching & Learning

REPORTS TO: Director of Research & Assessment

POSITION SUMMARY: The job of Assistant to Director - Research Assessment is done for the purpose/s of communicating with diverse groups, providing technical and administrative support to the Director of Assessment; ensuring compliance of Department records with financial, legal and administrative requirements; monitoring assigned projects and/or program components; and providing a positive impact on the educational objective of the district.

ESSENTIAL FUNCTIONS:

- Assists other classified and certificated staff a variety of topics (e.g. state and district test dissemination and data specifications (building test coordinators, etc.); accessing student and school assessment information using specialized databases (Query, Skyward, WAMS), etc.) for the purpose of administering and reporting data required for national, state and district needs.
- Compiles research data from a variety of sources for the purpose of complying with legal and/or administrative requirements.
- Coordinates the district testing materials (e.g. printing, ordering, organization, distribution, collection, inventory, training additional staff, etc.) for the purpose of ensuring the availability of items and necessary staff during peak times.
- Coordinates a variety of programs and/or activities for the purpose of delivering services in compliance with established guidelines.
- Enters data accurately in databases without reversals for the purpose of ensuring that accurate records are maintained.
- Maintains a wide variety of documents, files and records (e.g. assessment budget expenditures, office procedures, student test results, databases, supplies, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Prepares a wide variety of reports, documents and correspondence (e.g. correspondence, reports, brochures, letters, tables, charts, graphs of data comparisons, presentations, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. student information, test results for in-district tests, purchase orders, incoming calls, mail, correspondence, etc.) for the purpose of disseminating information to appropriate parties.
- Researches a variety of topics for the purpose of providing information and making recommendations in a variety of administrative areas.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, state officials, community members, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned Administrator and department staff for the purpose of providing assistance with administrative functions.
- Trains other staff to use specific procedures and/or programs for the purpose of complying with state mandated records.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing and maintaining accurate records; implementing detailed procedural operations; and reading and recording number sequences accurately.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; data analysis including creating charts, graphs, disaggregating data, etc.; office application software; business telephone etiquette; and common office machines.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; working with detailed information/data; problem solving with independent interpretation and identification of error patterns; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date