

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Assessment and Research Specialist

**DEPARTMENT:** Teaching and Learning Services

**REPORTS TO:** Director of Assessment and Research

**POSITION SUMMARY:** Under the direction of the Director, the Assessment and Research Specialist provides customer service, technical support, and assists with research on current assessment methodologies for implementation in the District in order to impact student learning opportunities and student achievement. This position manages the District student assessment data system, produces multiple district and school level reports, and provides logistical training and support relative to large scale assessment procedures. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

### **ESSENTIAL FUNCTIONS:**

- Serve as a research assistant for the Director with regard to assessments implemented by the District requiring contact with agencies such as Smarter Balanced Assessment Consortium, OSPI, and WERA.
- Support the automated assessment reporting system using Homeroom and other appropriate District software in order to manage, provide, and report on District assessments and the results.
- Manage district common and interim assessment documentation, database, and website presence for core content areas K-12.
- Monitor assessment timelines, including the reports to the appropriate stakeholders
- Prepare, monitor and update current information on K-12 assessment documents and reports, including Classroom Based Assessments, OSPI assessment audits, and second grade reading requirements.
- Assist with the management, coordination, and training of staff regarding the use of District assessments, associated software, and appropriate assessment and reporting tools.
- Assist with the development and delivery of training programs, including materials, on the functions, capabilities and troubleshooting techniques for district student assessment and assessment data programs
- Serve as information resource to District administrators, building principals, certificated and classified staff, parents, community members and committees on issues relating to District/State and Federal assessments.
- Coordinate with the appropriate District staff to provide ongoing technical, telephone, and general support to District personnel regarding the use of assessment systems, protocols, and procedures
- Provide direct administrative support to the Director.
- Receive phone calls and personal callers; use knowledge of procedures and discretion to determine appropriate responses by self, supervisor, or other offices; make referrals as appropriate; answer general questions including those requiring research or technical knowledge.
- Create, incorporate, and maintain existing files, electronic and physical; obtains appropriate supporting documentation to assist in the timely preparation and filing of documents for local, state, and federal reports, professional development of staff, and meetings; and retains records in accordance with the appropriate records retention requirements.
- Conduct program evaluation calculation.
- Compiles and analyzes data from a variety of sources in accordance with District, state, and federal guidelines and regulations in order to create appropriate communications, reports, memoranda, resolutions, contracts, agreements, letters, and other written material for appropriate staff and stakeholders, for decision-making, and for professional development of staff.
- Use technology to draft, prepare, analyze and process a variety of communication, forms, memoranda, agreements, letters, reports, meeting minutes, and other documents to assure proper completion within legally mandated time frames.
- Proof-reads and edits documents and other written materials to assure accuracy and completeness including correcting errors and omissions. Independently composes correspondence for supervisor's signature.
- Maintains complex and confidential electronic and physical files and records in accordance with records retention guidelines.

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

- Utilize various data base applications including Homeroom, create reports using multiple software applications including Microsoft Word, Excel, and Power Point, and coordinate projects using technology.
- Use technology for communication, presentations, trainings, and workshops.
- Participate in and conduct workshops, meetings and educational events for staff.
- Connects staff to resources required for successful storage of and access to accurate student data.
- Provide regular system evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the manager or other stakeholders
- Attends staff and other professional meetings as may be assigned or necessary.
- Interact constructively with other administrators and staff, including the demonstration of positive relationship skills with stakeholders, maintaining ongoing and open communication.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree required. Five (5) years of qualifying experience may substitute for educational requirements.

**EXPERIENCE:** Minimum of 3 years in customer support or relations. Three (3) years of clerical and school district experience preferred. Experience providing technical support for data mining and records retention. Further, the individual will possess the:

- Experience with large project coordination;
- Ability to research, demonstrate data collection and analysis in its role in decision-making;
- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously;
- Ability to communicate technical information effectively in a pleasant, tactful and professional manner;
- Ability to work cooperatively with diverse persons toward common goals;
- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or assessment issues; and the
- Willingness to attend training in order to remain current with developments in the field of technology systems and to maintain strong knowledge of computer technology and technology infrastructure.

**CONTINUING EDUCATION/TRAINING:** That which is required to be successful in the position, maintain certification, and maintain technical knowledge and skills as current, given the District needs and changing technology, curriculum, and instructional programs.

**CERTIFICATES & LICENSES:** 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.

**REQUIRED TESTING:** None Specified

**CLEARANCES:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

**BARGAINING UNIT:** Unrepresented