

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

JOB TITLE:	Student Achievement Specialist Secondary	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Asst. Director Assessment and Accountability	PAY GRADE:	840
DEPT./SCHOOL:	Assessment and Accountability	DATE REVISED:	03/28/11

PRIMARY PURPOSE:

The Student Achievement Specialist Secondary will train and support campus personnel on the use and understanding of assessment data to improve student achievement.

QUALIFICATIONS:**Education/Certification:**

Current secondary teaching certification
 Master's degree preferred

Special Knowledge and Skills:

Knowledge and understanding of test measurement concepts
 Knowledge and understanding of TEA accountability requirements and test administrative procedures
 Knowledge and understanding of norm-referenced assessment procedures and interpretation
 Comprehensive understanding and working knowledge of curriculum, instruction, and technology
 Knowledge and understanding of the SAS Performance Portal and data systems
 Comprehensive understanding of Measures of Academic Progress (MAP) test and computer adaptive testing
 Comprehensive understanding of semester and end-of-course exams

Experience:

Experience in secondary classroom teaching, three years minimum
 Experience in a leadership role is preferred
 Demonstrated ability to prepare and analyze descriptive data on student measures, using Excel

MAJOR RESPONSIBILITIES AND DUTIES

Train and support campus staff regarding the appropriate use of assessment data

Train and support campus staff to ensure proper administration of all norm-referenced and criterion-referenced assessments

Support District Test Coordinator in management of state testing administration

Coordinate with curriculum, special education, multilingual, and counseling departments to ensure assessment data is used appropriately and consistently within the district

Support as directed the Site-Based Decision Making (SBDM) process at the district and secondary campus levels

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor.

All other duties as assigned by the asst. director of Assessment

WORKING CONDITIONS:

Mental Demands:

Effectively communicate in written and oral form regarding policy, procedures, and data. Maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent district-wide and state-wide travel; occasional prolonged and irregular hours.

Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by _____

Date _____

Reviewed by _____

Date _____

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.