

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

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| Job Title: | Assessment Specialist | Wage/Hour Status: | Exempt |
| Reports To: | Assistant Director Assessment | Date Revised: | 12/21/2023 |
| Dept./School: | Assessment and Accountability | Pay Range: | 840 |

Primary Purpose:

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

Qualifications:

Education/Certification:

Master's degree (preferred)

Valid Texas teaching certificate with required endorsements or training for subject and level assigned

Special Knowledge and Skills:

Knowledge and understanding of test measurement concepts including norm-referenced assessment procedures, interpretation, and data analysis

Knowledge and understanding of TEA accountability requirements and test administrative procedures

Working knowledge of curriculum, instructional methods, and technology

Knowledge and understanding of Assessment Data Systems (Edugence, mClass, CLI Circle, etc.)

Knowledge and understanding of Excel, Powerpoint, Word, and Google equivalents

Knowledge and understanding of the program evaluation process

Skill, knowledge, and ability to communicate with a broad and diverse constituency

Experience:

Three years of teaching experience

Experience in a campus leadership role (preferred)

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Demonstrated ability to prepare and analyze descriptive data using Excel

Major Responsibilities and Duties:

Write, edit, and verbally present technical information in the clearest and most logical way to effectively communicate with a variety of audiences in Plano ISD

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

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

Manage assigned projects or processes to achieve defined outcomes and meet required due dates

Coordinate MTSS services provided by assessment with the Director and Coordinator of MTSS / 504 to ensure compliance with state and federal requirements and provide access to reports as needed

Support the Director of Research and Accountability in program evaluation activities

Support District Testing Coordinator in management of state and local test administration

Collaborate with the assessment department to identify professional development needs associated with assessment and data analysis

Manage assigned projects or processes to achieve defined outcomes and meet required due dates

Take the initiative to develop professional skills appropriate to job assignments

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

Support the efforts of the District-Based Improvement Committee and Campus Improvement Planning (CIP) process at the district and campus levels

Employ effective interpersonal skills

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

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

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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

Acknowledgement:

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 12/21/2023

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has 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.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____