

## JOB DESCRIPTION

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| <b>POSITION TITLE:</b> Assessment Manager                                                                                                                                        | <b>JOB CODE:</b> 417A                                    |
| <b>DIVISION:</b> Strategy and Accountability                                                                                                                                     | <b>SALARY SCHEDULE:</b> Professional/Supervisory Support |
| <b>DEPARTMENT:</b> Assessment & Data                                                                                                                                             | <b>WORKDAYS:</b> 231                                     |
| <b>REPORTS TO:</b> Supervisor, Assessment & Data                                                                                                                                 | <b>PAY GRADE:</b> Rank I (NK09)                          |
| <b>FLSA:</b> Exempt                                                                                                                                                              | <b>PAY FREQUENCY:</b> Monthly                            |
| <b>PRIMARY FUNCTION:</b> Manages and coordinates the Student Learning Objective assessments K-12 in order to support the assessment function of the Office of Assessment & Data. |                                                          |
| <b>REVISION DATE(S):</b> 7/26                                                                                                                                                    |                                                          |

### REQUIREMENTS:

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| 1. | Educational Level: Bachelor Degree required                                                                                                                                                    |
| 2. | Certification/License Required: None                                                                                                                                                           |
| 3. | Experience: 2 years working with school testing programs, data processing and project management                                                                                               |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities                                                                                             |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; organization and planning, spreadsheets, data base development and maintenance skills, knowledge of testing concepts and terms |

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

### ESSENTIAL DUTIES:

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| 1.  | Demonstrates prompt and regular attendance.                                                                                                                                                                                              |
| 2.  | Works collaboratively with department staff to plan and manage the Student Learning Objective development process.                                                                                                                       |
| 3.  | Supports training activities pertaining to the assessment of Student Learning Objectives for CCSD employees.                                                                                                                             |
| 4.  | Maintains an inventory of Student Learning Objective assessments.                                                                                                                                                                        |
| 5.  | Organizes and provides security for local Student Learning Objective records and files.                                                                                                                                                  |
| 6.  | Develops, maintains, and appropriately archives Student Learning Objective assessment data.                                                                                                                                              |
| 7.  | Provides support to schools in the administration of testing and interpretation of scores from the Assessment Department.                                                                                                                |
| 8.  | Develops and prepares graphs, and charts for various stakeholder groups.                                                                                                                                                                 |
| 9.  | Works with vendors and State Department of Education personnel to gather and communicate expectations for Student Learning Objective implementation at the local school level and to resolve problems at the school and/or system level. |
| 10. | Gathers information and provides guidance regarding testing irregularities for Student Learning Objective assessments K-12.                                                                                                              |
| 11. | Assists the Supervisor with training and materials for test coordinators about administration guidelines and procedures.                                                                                                                 |
| 12. | Develops and maintains Student Learning Objective documents on the State portal.                                                                                                                                                         |
| 13. | Performs other duties as assigned by the appropriate administrator.                                                                                                                                                                      |

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_