

JOB DESCRIPTION

POSITION TITLE: Consultant, Assessment	JOB CODE: 621G
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Consultant
DEPARTMENT: Assessment and Personalized Learning	WORK DAYS: 235
REPORTS TO: Supervisor, Assessment	PAY GRADE: CC3 (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Consults with school leaders and collaborates with Assessment Supervisors to plan, organize, and facilitate professional learning opportunities pertaining to assessment best practices to school-based personnel; manages the development and revision of district-developed assessments and assessment items, as well as management of district item banks in CTLS Assess.	

REQUIREMENTS:

1.	Educational Level: Master's Degree; Specialist Degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate; Leadership Certificate preferred
3.	Experience: 3 years teaching experience; district or building leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; excellent planning and organizational skills, as well as the ability to manage multiple projects simultaneously; extensive understanding of best practices in assessment development, formative instructional practices, and CTLS Assess; strong leadership skills and training experience

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

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Manages the development and revision of all district-developed assessments and assessment items; serves as the Assessment Office contact for district -developed assessments.
3.	Manages district item banks in CTLS Assess; determines item development and revision needs.
4.	Consults with school leaders to determine professional learning and resource needs to support assessment.
5.	Organizes, prepares, and facilitates professional development/training for district and school staff pertaining to assessment development and assessment item development best practices, formative instructional practices, and analysis of student assessments and performance results to inform instruction.
6.	Collaborates with Assessment Supervisors to develop and publish professional learning modules pertaining to assessment in CTLS
7.	Collaborates with other departments and divisions to develop resources to support the understanding and implementation of the CCSD Balanced Assessment System.
8.	Works with state, district, and school-level departments and committees to plan for continuous improvement of the implementation of the CCSD Balanced Assessment System.
9.	Stays abreast with current research as well as local, state, and national policy pertaining to assessment.
10.	Performs other duties as assigned by Assessment Supervisors and the Director of Assessment & Personalized Learning.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____