

School Board Agenda Item CC-4
June 24, 2014

Executive Summary

New Job Description for the High School Assessment Specialist Positions

Background: This item is being recommended for School Board approval to meet requirements for new job description.

Position Title: **High School Assessment Specialist**

Division/Department: **Chief Academic Officer**

Salary Schedule: **2013-2014 Teacher Salary Schedule**

Recommended Policy Status: Non-Chart Job Description - **First** Reading

Rationale: The job description for the High School Assessment Specialist has been created to provide analysis, professional development and dedicated support for school-based staff to improve educational outcomes for all students. High schools are required to administer a substantial number of national, state and local assessments for students. The number of responsibilities associated with these administrations are significantly beyond a supplemental activity for school staff and requires a dedicated staff member to coordinate the tasks. In addition, the data gained from the various assessments will be used to guide appropriate instruction and intervention.

The High School Assessment Specialist oversees the administration of national, state, and district standardized assessments while maintaining a safe and secure testing environment. This position analyzes results from national, state, and district summative, formative, and standardized assessments to support curricular activities for student achievement.

Prior to the recommendation to the School Board for approval, the Broward Teachers Union was notified of the new job description.

The positions are vacant and will follow the standard advertising and selection process.

Cost: There is a financial impact of \$1,618,229.00 to the District for the 2014-2015 School Year.